

November 16, 2010
City Commission Room, 700 N. Jefferson, Junction City KS 66441

Mayor Mike Rhodes
Vice Mayor Ken Talley
Commissioner Terry Heldstab
Commissioner Scott Johnson
Commissioner Jack Taylor
City Manager Gerry Vernon
City Attorney Catherine Logan
City Clerk Tyler Ficken

1. **7:00 P.M. - CALL TO ORDER**

- a. Moment of Silence.
- b. Pledge of Allegiance
- c. Most improved student awards presented by Junction City South Kiwanis.

2. **PUBLIC COMMENT:** The Commission requests that comments be limited to a maximum of five minutes for each person.

3. **CONSENT AGENDA:** All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

- a. The consideration and approval of **Appropriation Ordinance A-22-2010** dated October 28, 2010 to October 8, 2010 in the amount of \$529,730.57.
- b. Approval of the **November 2, 2010** City Commission Meeting Minutes.
- c. Monthly Reports:
 - 1. Personnel Report
 - 2. EMS Report
 - 3. Fire Report
 - 4. Rolling Meadows Golf Course Report
 - 5. Water Department Report

Municipal Code by amending the definition of "Family Day Care Home" (First Reading). **David Yearout Presenting**

- k. The consideration and approval of **Ordinance S-3088** a request to rezone the property at 107 South Franklin Street filed by Gary Junghans, owner, and Auto Craft, Inc., contract buyer (First Reading). **David Yearout Presenting**
- l. The consideration and approval of the Final Plat of the Sampson's 2nd Addition, a replat of a portion of Sampson's Addition and concerning property on the North side of Chestnut Street and West of East Street. **David Yearout Presenting**
- m. The consideration and approval of the Final Plat of the Bramlage Addition, a replat of Lot 2, Block 4, West Slopes Addition and a portion of Lot 11 and all of Lot 16, Rimrock Addition Unit No. 2, to Junction City, Kansas, and concerning property on the north side of Ash Street and west of Eisenhower Street. **David Yearout Presenting**
- n. The consideration and approval of a waiver of paving requirement for off-street storage area by Auto Craft, Inc.'s proposed new facility at 220 East Chestnut Street. **David Yearout Presenting**

9. COMMISSIONER COMMENTS:

10. STAFF COMMENTS:

11. EXECUTIVE SESSION:

12. ADJOURNMENT:

3a

City of Junction City

City Commission

Agenda Memo

Nov 16th 2010

From: Cynthia Sinkler, Water Billing and Accounts Payable Manager
To: City Commissioners
Subject: Appropriations –A-22 2010

Background: Attached is listing of the Appropriations for Oct 28-Nov 8 2010

Appropriations –Oct 28-Nov 8 2010 \$529,730.57

For consideration and approval

Spirit of 76	\$42,709.06
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For consideration and approval for EFT payment:

Visa payment	\$21,522.53
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Veolia	\$537,845.00
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For confirmation only (EFT payment):

Security Bank (see list)	99,965.15
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
N-DEPARTMENTAL	GENERAL FUND	FAMILY SUPPORT PAYMENT CENTER (MISSOURI INTERNAL REVENUE SERVICE	MACSS #41061331/ CV103-753 FEDERAL WITHHOLDING FICA WITHHOLDING MEDICARE WITHHOLDING ING	154.8 23,205.1 3,766.0 3,041.3 2,597.5
		ING LIFE INSURANCE & ANNUITY COMPANY BLUE CROSS BLUE SHIELD OF KS	BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD BLUE CROSS BLUE SHIELD FIREFIGHTERS AID ASSOCIATION U.S. DEPARTMENT OF EDUCATION KANSAS PAYMENT CENTER FIREMEN'S RELIEF ASSOCIATION JUNCTION CITY FIRE FIGHTERS ASSOCIATION JUNCTION CITY POLICE KANSAS DEPT OF REVENUE KANSAS PUBLIC EMPLOYEES	743.0 634.6 1,411.4 787.2 833.2 575.0 418.8 112.5 209.5 624.5 291.8 945.8 710.0 9,759.0 1,940.9 11,680.1 638.3 2,265.3 296.4 37.5 1,702.0 198.0 7,745.5 261.5
		INTRUST BANK PRE-PAID LEGAL SERVICES, ROLLING MEADOWS GOLF COURSE KANSAS STATE TREASURER	UNITED WAY	77,587.5
FORMATION SYSTEMS	GENERAL FUND	CENTURYLINK COMMUNICATION, INC. NCKCN.COM BOX N SHIP	INFORMATION SYSTEMS Web Site Hosting Fee Monitor Return for Warrant Monitor Return for Warrant TOTAL:	60.5 10.0 14.4 14.4 99.4
MINISTRATION	GENERAL FUND	ING LIFE INSURANCE & ANNUITY COMPANY INTRUST BANK, N.A. BLUE CROSS BLUE SHIELD OF KS CENTURYLINK COMMUNICATION, INC.	ING PRINCIPAL INTEREST A.BALLARD-NOV 2010 COBRA A.BALLARD-OCT 2010 COBRA ADMINISTRATION ADMINISTRATIVE SERVICES CHAMBER OF COMMERCE	334.6 31,729.3 832.9 1,171.5 1,171.5 402.8 49.5 111.1

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
MINISTRATIVE SERVICE	GENERAL FUND	WEST PAYMENT CENTER	SEPT 1 2010-SEPT 30 2010	171.4
			TOTAL:	38,771.8
		TRICIA GOWEN	11/9/10 KERIT BD MGT MILEA	123.0
			TOTAL:	123.0
RKS	GENERAL FUND	CENTURYLINK COMMUNICATION, INC.	PARKS	198.8
		KANSAS PUMPING SERVICES, INC.	PUMP OUT RESTROOM@RIVERWAL	245.0
		DAVE'S ELECTRIC, INC.	ELEC WORK @ HERITAGE-MATER	24.4
			ELECTRIC WORK @ HERITAGE-1	130.0
		CARY COMPANY	DEODERANT URINAL BLOCKS	12.0
			TOTAL:	610.2
REPORT	GENERAL FUND	KANSAS AIR CENTER	NOVEMBER 2010-MONTH CONTRA	1,833.3
			TOTAL:	1,833.3
BULANCE	GENERAL FUND	ALL POINTS PUBLIC FUNDING LLC	AMBULANCE LEASE DEC 2010	14,034.5
		CENTURYLINK COMMUNICATION, INC.	AMBULANCE	310.8
			TOTAL:	14,345.3
UNITY/INS ZONING SVCS	GENERAL FUND	CENTURYLINK COMMUNICATION, INC.	ZONING/COUNTY INSPECTION	60.5
			TOTAL:	60.5
DES ENFORCEMENT	GENERAL FUND	CENTURYLINK COMMUNICATION, INC.	CODE ENFORCEMENT	123.8
		F & R SERVICES	BLIGHTS-	740.0
			TOTAL:	863.8
LICE	GENERAL FUND	LIFELOC TECHNOLOGIES, INC	123972-PBT MOUTHPIECES	68.7
		NICHOLAS BLAKE	2010 EQUIPMENT ALLOWANCE	200.0
		CENTURYLINK COMMUNICATION, INC.	POLICE	702.1
			DISPATCH	702.1
		STAPLES ADVANTAGE	STAPLES-CLASP ENV LAB	27.2
			STAPLES-TONER CARTRIDGE	142.5
			STAPLES-TONER CARTRIDGE	194.6
			STAPLES-MESSAGE PADS	75.4
			2010 EQUIPMENT ALLOWANCE	182.8
		WILLIE WALLENBERG	92322 SIREN FUSE	24.7
		KA-COMM	43562 ALARM KEYPAD PD	55.0
		SECURITY SOLUTIONS INC	COURTROOM TRNG-WIGTON	25.0
		UNIVERSITY OF KANSAS	IE RESPONSE TO D/V - NELLIE	30.0
			IE RESPONSE TO D/V - NELLIE	30.0
		MONTGOMERY COMMUNICATIONS INC	POLICE OFFICER JOB AD	115.4
		SERVICEMASTER	3375 PD JANITORIAL SERVICE	754.0
		T-MOBILE	OCT 2010 MOBILE FINGERPRIN	50.4
			TOTAL:	3,380.1

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			NOVEMBER 3, 2010	10.0
			NOVEMBER 4, 2010	20.0
			RESTITUTION CASE10-00865	50.0
			BOND REFUND TT124724	43.5
			MAST @ MUNICIPAL COURT	14.0
			MATS @ MUNICIPAL COURT	14.0
			MUN.CT - AC MOTOR REPLACEMENT	161.0
			TOTAL:	674.6
OPERA HOUSE	GENERAL FUND	CENTURYLINK COMMUNICATION, INC.	OPERA HOUSE	123.8
			TOTAL:	123.8
CREATION	GENERAL FUND	CENTURYLINK COMMUNICATION, INC.	RECREATION	186.2
			TOTAL:	186.2
N-DEPARTMENTAL	GRANTS	INTERNAL REVENUE SERVICE	FEDERAL WITHHOLDING	963.8
			FICA WITHHOLDING	271.6
			MEDICARE WITHHOLDING	164.5
			ING	174.0
			BLUE CROSS BLUE SHIELD	79.7
			BLUE CROSS BLUE SHIELD	66.5
			BLUE CROSS BLUE SHIELD	202.0
			FIREFIGHTERS AID ASSOCIATION	12.4
			FIREMANS RELIEF	32.1
			I.A.F.F. LOCAL 3309	104.2
			STATE WITHHOLDING	420.7
			KPERS #1	188.9
			KP&F	497.3
			FIRST STATE BANK	106.0
			UNITED WAY	21.6
			TOTAL:	3,305.9
EMERGENCY SHELTER	GRANTS	OPEN DOOR COMM. HOUSE	SEPT 2010-ESG	5,323.7
			TOTAL:	5,323.7
LF HELP HOUSING	GRANTS	CENTURYLINK COMMUNICATION, INC.	SELF HELP HOUSING	60.5
			CREDIT CHECK-OCTOBER 2010	51.9
			LABELMAKER-RAFTER SQUARE	30.9
			ORBIT SPRINKLER CURB KEY	12.9
			TOOLBOX/TRAY/	30.7
			TOTAL:	187.1
PS GRANT	GRANTS	CDW GOVERNMENT INC	Computer - PD_R_1a	846.0
			Monitor - PD_R_1a	137.8
			Computer - PD_R_2a	846.0

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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Computer - PD_K9a	846.0
Monitor - PD_K9a	137.8
Computer - PD_P_LfTa	846.0
Monitor - PD_P_LfTa	137.8
Computer - PD_P_SGfTa	846.0
Monitor - PD_P_SGfTa	137.8
Computer - PD_BE_1	846.0
Monitor - PD_BE_1	137.8
Computer - PD_BE_2	846.0
Monitor - PD_BE_2	137.8
Computer - PD_C_CPTa	846.0
Monitor - PD_C_CPTa	137.8
Computer - PD_BE_ADMfNa	846.0
Monitor - PD_BE_ADMfNa	137.8
Computer - PD_ATTfNY_SECa	846.0
Computer - PD_ATTfORNEfYa	846.0
Monitor - PD_ATTfORNEfYa	137.8
Computer - PD_TRfUb	846.0
Monitor - PD_TRfUb	137.8
Computer - PD_DTF_1a	846.0
Monitor - PD_DTF_1a	137.8
TOTAL:	17,571.4

Monitor - PD_ATTfNY_SECa	137.7
TOTAL:	137.7

FEDERAL WITHHOLDING	69.1
FICA WITHHOLDING	251.7
MEDICARE WITHHOLDING	58.8
STATE WITHHOLDING	54.1
KPERs #1	42.5
TOTAL:	476.4

NOV 2010-LOAN PAYMENT	8,717.8
SPIN CITY	89.6
ALL NITE SKATE-NOV 2010	180.0
TOTAL:	8,987.5

FEDERAL WITHHOLDING	166.6
FICA WITHHOLDING	148.9
MEDICARE WITHHOLDING	34.8
STATE WITHHOLDING	78.4
KPERs #1	77.0
UNITED WAY	10.0
TOTAL:	515.9

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
TER PRODUCTION	WATER & SEWER FUND	CLARKE WELL AND EQUIPMENT INC		
		KANSAS DEPT OF REVENUE	STATE WITHHOLDING	921.0
		KANSAS PUBLIC EMPLOYEES	KPERS #1	692.2
			KPERS #2	362.9
		INTRUST BANK	FIRST STATE BANK	133.3
		UNITED WAY OF JUNCTION CITY-GEARY COUN	UNITED WAY	37.5
			TOTAL:	7,135.9
TER ADMINISTRATION	WATER & SEWER FUND	CENTURYLINK COMMUNICATION, INC.		
		DIRECTOR OF ACCOUNTS AND REPORTS	OVERPAYMENT ON INV#15275	100.0
		BANK SUPPLIES	CONST OF WELL #18	120,473.9
		THE PRINTERY	WELL #18 PE 3	57,427.1
		CINTAS #451	DISTRICT-BUDGET/CONTRACT	951.9
			2010 - 3RD PAYMENT	33,300.5
			TOTAL:	212,053.4
N-DEPARTMENTAL	ROLLING MEADOWS GO	INTERNAL REVENUE SERVICE		
		BLUE CROSS BLUE SHIELD OF KS	WATER ADMINISTRATION	291.7
		KANSAS DEPT OF REVENUE	2010 FILING FEE	150.0
		KANSAS PUBLIC EMPLOYEES	CC CHARGE SLIPS	53.7
			2500 RECEIPTS BOOKS	167.5
		INTRUST BANK	SCRAPER/BROWN MAT	40.3
		UNITED WAY OF JUNCTION CITY-GEARY COUN	UNIFORMS-LANDON, KENNY	9.7
			Water Dept Copier	198.3
			TOTAL:	911.3
LF COURSE	ROLLING MEADOWS GO	ALL POINTS PUBLIC FUNDING LLC		
		US FOOD SERVICE	FEDERAL WITHHOLDING	936.7
		CENTURYLINK COMMUNICATION, INC.	FICA WITHHOLDING	538.4
		CROWN DISTRIBUTORS, INC.	MEDICARE WITHHOLDING	125.9
		FEDEX	BLUE CROSS BLUE SHIELD	55.4
		FOOTLOJOY	BLUE CROSS BLUE SHIELD	33.6
			STATE WITHHOLDING	358.6
			KPERS #1	268.7
			KPERS #2	48.0
			FIRST STATE BANK	25.8
			UNITED WAY	15.0
			TOTAL:	2,406.4
			GOLF CARTS LEASE DEC 2010	17,839.8
			HOT DOG/POLISH	126.7
			GOLF COURSE	149.5
			COORS ORDER	1.3
			SHOES RETURN SHIPPING	25.0
			STOCK SHOES	349.5
			STOCK SHOES	155.3
			STOCK SHOES	75.0
			STOCK SHOES	75.0
			SHOES RETURN CREDIT	310.0

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
N-DEPARTMENTAL	ECONOMIC DEVELOPEME	INTERNAL REVENUE SERVICE	STATE WITHHOLDING	14.8
			KPERS #1	14.5
		BLUE CROSS BLUE SHIELD OF KS	TOTAL:	104.1
		KANSAS DEPT OF REVENUE	FEDERAL WITHHOLDING	213.4
			FICA WITHHOLDING	182.6
		KANSAS PUBLIC EMPLOYEES	MEDICARE WITHHOLDING	42.7
			BLUE CROSS BLUE SHIELD	55.4
		INTRUST BANK	BLUE CROSS BLUE SHIELD	39.8
			STATE WITHHOLDING	122.9
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPEME	CENTURYLINK COMMUNICATION, INC.	KPERS #1	80.8
			KPERS #2	64.8
		PLATINUM BROADCASTING	FIRST STATE BANK	50.0
			UNITED WAY	10.0
		THERMAL COMFORT AIR, INC	TOTAL:	862.7
		ENGINEERING	EDC	172.9
			ADVERTISING	197.2
		SPECIAL HIGHWAY FV CENTURYLINK COMMUNICATION, INC.	CONDENSER FAN, FLUE PIPE,	1,517.8
			TOTAL:	1,887.9
UTILITY CHARGES	UTILITY CHARGES FV KANSAS GAS SERVICE	2718 INDUSTRIAL-OCT 2010	ENGINEERING	167.8
			TOTAL:	167.8
		AIRPORT MAINTENANCE BLDG		
		312 E 9TH		
		900 W SPRUCE		
		2232 W ASH (WATER TOWER)		
WESTAR ENERGY		2245 LACY DR		
		2424 N JACKSON		
		225 W 7TH		
		701 N JEFFERSON		
		1017 W 5TH		
		915 S WASHINGTON		
		700 N JEFFERSON		
		2307 N JACKSON		
		2324 1/2 N JACKSON		
		1017 1/2 W 5TH		
		210 E 9TH		
		540 AIRPORT RD		
		1002 W 12TH		
		2618 MID AMERICA-A-FINAL 2		
		2618 MID AMERICA-B-FINAL 2		
		2718 INDUSTRIAL-OCTOBER 20		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			14TH & JACKSON	87.3
			6TH & GARFIELD	118.1
			6TH & EISENHOWER	53.2
			10TH & WASHINGTON	82.1
			6TH & WEBSTER	126.0
			6TH & JACKSON	19.8
			2324 N JACKSON	93.7
			904 N FRANKLIN ST PAL	21.6
			CORONADO PARK SHELTER	32.7
			AIRPORT MAIN BUILDING	318.1
			221 W 7TH	171.9
			225 W 7TH	9.2
			JC BILL	117.3
			MUNICIPAL BUILDING	43.5
			JC ANIMAL SHELTER	389.4
			JC LITTLE THEATRE	35.7
			RIMROCK PARK	80.5
			NORTH PARK	21.6
			SOUTH PARK	70.3
			SECOND PORTION OF SOUTH PA	58.2
			FLIBY PARK	53.6
			JUNCTION CITY	181.1
			MUNICIPAL BUILDING	2,092.3
			SECOND PORTION OF NORTH PA	102.5
			S BALL PARK CONC	36.0
			CRESTVIEW DRIVE	16.8
			W 5TH TENNIS CT STGE BD	115.9
			5TH & WASHINGTON	307.3
			SERTOMA BALL PARK	16.8
			AIRPORT FLASHER LTS	35.6
			CLEAR PARK	335.2
			CORONADO PARK	11.6
			RATHERT FIELD	38.8
			SERTOMA BALL PARK	16.8
			RATHERT FIELD	268.7
			CLEAR PARK PLAYGROUND	20.1
			5TH ST POOL	81.1
			5TH & EISENHOWER	92.1
			1200 N FRANKLIN ST	47.6
			RIMROCK PARK	230.3
			CIVIL DEFENSE SIREN	30.0
			CIVIL DEFENSE SIREN	30.0
			CIVIL DEFENSE SIREN	30.0
			630 1/2 E TORNADO SIREN S	27.6
			ST MARYS CEMETARY	27.6

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			INDUSTRIAL PARK	60.3
			540 AIRPORT ROAD	18.2
			15TH & WASHINGTON	17.3
			SPRUCE STREET	16.8
			SPRUCE & BUNKERHILL	17.8
			UTILITY PARKING LOT	48.7
			UTILITY PARKING LOT	48.7
			JEFFERSON BETWEEN 6	91.0
			DR MINNICK PARK LOT	91.0
			6TH & MADISON	78.8
			8TH & WASHINGTON	56.4
			210 E 9TH	2,554.3
			6TH & FRANKLIN	67.3
			8TH & JEFFERSON	306.0
			PARKING LOT	72.3
			1903 SUNFLOWER DRIVE	30.0
			1020 1/2 W 11TH ST	50.5
			CORONADO TENNIS COURT	16.8
			WASHINGTON BRIDGE	62.6
			S OF BALL PARK 2 & 3	16.8
			16TH & WASHINGTON	17.3
			AIRPORT RD & JACKSON S ST	27.4
			1935 NORTHWIND	19.0
			403 GRANT AVE SIREN	19.4
			1935 NORTHWIND	21.8
			8TH & 9TH ST	5.2
			11TH ST	5.2
			703 W ASH ST SIREN	16.8
			1102 ST MARYS RD SIREN	18.6
			312 E 9TH ST	254.0
			2232 W ASH WASTER TOWER	79.9
			BALL PARK ST CONC	348.7
			1002 W 12TH ST	1,990.0
			2245 LACY DR	421.6
			807 N WASHINGTON ST LIGHT	210.4
			615 N WASHINGTON ST LIGHT	133.4
			716 N WASHINGTON ST LIGHT	251.5
			132 N EISENHOWER	17.2
			105 W 7TH ST	77.2
			107 W 7TH ST	51.5
			109 W 7TH ST	63.8
			302 W 18TH ST	240.2
			420 GRANT AVE	87.2
			1419 N JEFFERSON	18.8
			1618 N JEFFERSON	18.8

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
EMPLOYEE BENEFITS	EMPLOYEE BENEFITS	INTERNAL REVENUE SERVICE		
		BLUE CROSS BLUE SHIELD OF KS		
		PREFERRED HEALTH SYSTEMS		
		KANSAS PUBLIC EMPLOYEES		
		WORKSITE BENEFIT PLAN		
		TMHC SERVICES, INC.		
		TOTAL:		60,053.1
NDOWN SALUTE	SUNDOWN SALUTE	SUNDOWN SALUTE INC	OCT 10 WATER BILL DONATION	496.0
			TOTAL:	496.0
N-DEPARTMENTAL	DRUG & ALCOHOL ABU	INTERNAL REVENUE SERVICE		
		BLUE CROSS BLUE SHIELD OF KS		
		JUNCTION CITY POLICE		
		KANSAS DEPT OF REVENUE		
		KANSAS PUBLIC EMPLOYEES		
		TOTAL:		645.0
N-DEPARTMENTAL	SPECIAL LIE TRUST F	INTERNAL REVENUE SERVICE		
		BLUE CROSS BLUE SHIELD OF KS		
		FEDERAL WITHHOLDING		32.8
		FICA WITHHOLDING		32.5
		MEDICARE WITHHOLDING		7.6
		BLUE CROSS BLUE SHIELD		8.4
		TOTAL:		81.3
		701 SOUTHWIND DR SIREN		20.7
		920 E GUNNER ST		87.7
		145 E ASH ST		119.9
		1760 W ASH SIGNAL		36.4
		601 W CHESTNUT ST FLAG		16.8
		600 W 6TH ST		30.5
		14TH & CUSTER SE		18.2
		1121 S US HWY 77		17.5
		401 CAROLINE COURT		18.1
		ST LIGHTS-NOV 2010		22,691.4
		TOTAL:		45,933.6
		FICA WITHHOLDING		6,619.9
		MEDICARE WITHHOLDING		3,839.6
		BLUE CROSS BLUE SHIELD		2,418.8
		BLUE CROSS BLUE SHIELD		302.3
		BLUE CROSS BLUE SHIELD		604.7
		BLUE CROSS BLUE SHIELD		3,930.6
		BLUE CROSS BLUE SHIELD		9,373.1
		BLUE CROSS BLUE SHIELD		151.1
		BLUE CROSS BLUE SHIELD		453.5
		BLUE CROSS BLUE SHIELD		302.3
		OPTION #2 RETROACTIVITY		1,142.0
		KPERS #1		5,940.0
		KPERS #2		22,901.9
		KPERS #2		1,325.7
		NOV 2010 FLEX ACCOUNT FEE		387.0
		OCT. 2010 D/A TESTING PRM		360.0
		TOTAL:		60,053.1
		OCT 10 WATER BILL DONATION		496.0
		TOTAL:		496.0
		FEDERAL WITHHOLDING		296.1
		MEDICARE WITHHOLDING		29.8
		BLUE CROSS BLUE SHIELD		39.8
		JCPOA		20.0
		STATE WITHHOLDING		112.2
		KP&F		146.9
		TOTAL:		645.0
		FEDERAL WITHHOLDING		32.8
		FICA WITHHOLDING		32.5
		MEDICARE WITHHOLDING		7.6
		BLUE CROSS BLUE SHIELD		8.4

	===== FUND TOTALS =====	
01	GENERAL FUND	139,163.32
02	GRANTS	26,526.08
10	SPIN CITY	9,463.93
14	MILITARY AFFAIRS/OLD TROO	515.94
15	WATER & SEWER FUND	220,100.77
17	ROLLING MEADOWS GOLF FUND	21,607.92
18	STORM WATER	104.11
19	ECONOMIC DEVELOPMENT	2,750.68
22	SPECIAL HIGHWAY FUND	167.88
30	UTILITY CHARGES FUND	45,933.64
35	EMPLOYEE BENEFITS FUND	60,053.13
46	SUNDOWN SALUTE	496.00
47	DRUG & ALCOHOL ABUSE FUND	645.00
50	SPECIAL IE TRUST FUND	177.17
88	BUILDINGS & GENERAL IMP	2,025.00
GRAND TOTAL:		529,730.57

SELECTION CRITERIA

LECTION OPTIONS

NDOR SET: 01-CITY OF JUNCTION CITY, KS
 NDOR: ALL
 ASSIFICATION: ALL
 NK CODE: ALL
 EM DATE: 0/00/0000 THRU 99/99/9999
 EM AMOUNT: 9,999,999.00CR THRU 9,999,999.00
 POST DATE: 0/00/0000 THRU 99/99/9999
 ECK DATE: 10/28/2010 THRU 11/08/2010

YROLL SELECTION

YROLL EXPENSES: NO
 ECK DATE: 0/00/0000 THRU 99/99/9999

INT OPTIONS

INT DATE: None
 QUENCE: By Department
 SCRPTION: Distribution
 ACCTS: NO
 PORT TITLE: APPROPRIATIONS--OCT 28-NOV 8 2010
 GNATURE LINES: 0

CKET OPTIONS

CLUDE REFUNDS: YES
 CLUDE OPEN ITEM:NO

3b

CITY COMMISSION MINUTES

November 2, 2010

7:00p.m.

The regular meeting of the Junction City City Commission was held on Tuesday, November 2, 2010 with Mayor Mike Rhodes presiding.

The following members of the Commission were present: Terry Heldstab, Scott Johnson, Mike Rhodes, Ken Talley, and Jack Taylor. Staff present was: City Manager Gerry Vernon, City Attorney Catherine Logan, and City Clerk Tyler Ficken.

PUBLIC COMMENT

Kingsley Otighigbo of 1744 Sutter Woods Rd stated that his home is crumbling and there was no insulation installed in his home when it was built. He stated that the warranty for the home is past one year. He would like to know why the City did not catch this during inspection. City Manager Vernon requested that Mr. Otighigbo leave his contact information.

John Stewart stated that he would like to see a report on the funds brought into the City for the \$19.00 Water and Sewer increase. City Manager Vernon thanked Mr. Stewart for reminding City staff of this.

CONSENT AGENDA

The consideration and approval of **Appropriation Ordinance A-21-2010** dated October 14, 2010 to October 27, 2010 in the amount of \$ 486,977.53. Commissioner Taylor moved, seconded by Commissioner Heldstab to approve the Consent Agenda as presented. Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: none. Motion carried.

Approval of the **October 19, 2010** City Commission Meeting Minutes. Commissioner Taylor moved, seconded by Commissioner Heldstab to approve the Consent Agenda as presented. Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: none. Motion carried.

Monthly Reports:

1. Water
2. Personnel
3. Treasurer's Quarterly Report

The Consideration and approval of Payroll #20 and #21 for the month of October 2010. Commissioner Taylor moved, seconded by Commissioner Heldstab to approve the Consent Agenda as presented. Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: none. Motion carried.

Approval of a letter stating that the proposed work to be conducted by the Junction City Housing Authority (JCHA) is categorically excluded and in

compliance with 24 CFR Parts 58.5 and 58.6 & form. Commissioner Taylor moved, seconded by Commissioner Heldstab to approve the Consent Agenda as presented. Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: none. Motion carried.

Acknowledgement of Side Letter regarding Employee Agreement. Commissioner Taylor moved, seconded by Commissioner Heldstab to approve the Consent Agenda as presented. Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: none. Motion carried.

Approval of renewal of Cereal Malt Beverage Licenses. Commissioner Taylor moved, seconded by Commissioner Heldstab to approve the Consent Agenda as presented. Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: none. Motion carried.

SPECIAL PRESENTATIONS

A proclamation declaring November as National Pancreatic Cancer Awareness Month in the City of Junction City. Mayor Rhodes presented the Proclamation.

Presentation by Jim Germann. Director of Information Systems, on City of Junction City website. www.junctioncity-ks.gov.

PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

Discussion on whether to proceed with an ordinance modification to allow for shuttle transportation services with City of Junction City. Mike Murrell of Eagle Transport stated that he has been providing an important and inexpensive transportation service to the Community. He stated that his service is more like that of a limousine than a cab service. He stated that his company does not take cold calls, and there are no meters or lights. He stated that he would like a modification to the ordinance to allow his business to operate. City Manager Vernon stated that the service really falls between the current taxi and limousine ordinances. Commissioner Johnson stated that it appears that this is a service that people want. City Manager Vernon stated that there needs to be regulation for the health and safety of passengers. Commissioner Taylor suggested looking to other communities for a solution. Mayor Rhodes agreed that there needs to be regulation. Commissioner Talley stated that current cab services have followed the rules and have made investments in their cabs; the Commission needs to move cautiously. The Commission set a work session to discuss the issue on Monday, November 15th at 12:00 P.M. Noon. Commissioner Heldstab moved, seconded by Commissioner Johnson to allow Eagle Star transport to operate for 30 days. Ayes: Heldstab, Johnson, Taylor. Nays: Rhodes, Talley. Motion carried.

Discussion of Sunday Liquor Sales. Dave Walker stated that sales tax from liquor does not go to the City, and the state sets times when they can be open. He stated that if liquor

stores could sell on Sunday, then sports bars would have less business on Sunday. Mr. Walker stated that 5 of 7 stores on town are against being open on Sunday; \$800 of product would need to be sold to cover the cost of being open. Connie Mancinelli stated that she would like the option to open her business on Sunday; she stated that the other stores could stay closed if they want to. Commissioner Taylor asked if this would also impact grocery stores. City Manager Vernon stated that it would. Commissioner Johnson stated that it would be nice to keep one day closed; he grew up that way. Commissioner Talley stated that he would be opposed to the stores being open on Sunday. Commissioner Heldstab stated that he would like to see the ordinance stay as is. Mayor Rhodes stated that sufficient feedback had been provided to City staff.

COMMISSIONER COMMENTS

Commissioner Johnson stated that he hoped people went out and voted.

Commissioner Taylor congratulated those who decided to run for office.

Mayor Rhodes recognized two Boy Scouts from Troop 75 who came to listen to the Commission Meeting

STAFF COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioner Talley moved, seconded by Commissioner Johnson to adjourn at 8:10 PM
Ayes: Heldstab, Johnson, Rhodes, Talley, Taylor. Nays: None. Motion Carried.

APPROVED AND ACCEPTED THIS 16th DAY OF November 2010 AS THE OFFICIAL COPY OF
THE JUNCTION CITY CITY COMMISSION MINUTES FOR November 2, 2010.

Tyler Ficken, City Clerk

Mike Rhodes, Vice Mayor

3c

PERSONNEL REPORT FOR OCTOBER 2010

TOTAL NUMBER OF EMPLOYEES	203
TOTAL NUMBER OF FEMALE EMPLOYEES	60
TOTAL NUMBER OF FULL TIME EMPLOYEES	162
TOTAL NUMBER OF REGULAR PART TIME EMPLOYEES	1
TOTAL NUMBER OF PART TIME EMPLOYEES	40
TOTAL NUMBER OF TERMINATIONS	2
TOTAL NUMBER OF NEW HIRES	7

SEPARATIONS

Amy Holland, Spin City Supervisor
Ronda Thomas, Golf Pro Shop Clerk

NEW HIRES/PROMOTIONS

Hannah Byun, Spin City Clerk
Kelsey Galloway, Spin City Clerk
Kyle Gowen, Spin City Clerk
Vanessa Guigley, Spin City Clerk
Andrew Laughlin, Spin City Supervisor
Dustin Pfamatter, Spin City Supervisor
Nicolle Santiago, Spin City Clerk

JUNCTION CITY FIRE DEPARTMENT EMS MONTHLY REPORT

OCTOBER 2010

Monthly:	Count
Out of Town Transfers	20
In Town Transfers	0
Runs per district -	
010 Northwest area	62
020 Southwest area	60
030 Southeast area	25
040 Northeast area	58
050 Geary County	37
999 Out of County	0
Runs to GSO	5
Stand by (Fire, Law Enforcement, Sporting Events)	22
Non-Transports	115
Total Incidents	224
Medical Responses	98
Trauma Responses	111
Transports to Geary Community Hospital	82
Transports to Irwin Army Community Hospital	10
Transports from scene to Out of County Facility	2
Vehicle Responses -	
Medic 1	76
Medic 2	26
Medic 3	131
Medic 4	2
Overtime hours for EMS Personnel	121.25
Charges for Ambulance Runs (sent to Omni Billing)	\$73,121.00
Collections for Ambulance Runs	\$39,133.61
Receipts from Medicare	\$15,311.95
Receipts from Medicaid	\$1,580.00
Receipts from Commercial Insurance	\$17,469.92

YEAR TO DATE TOTALS:	TOTALS
Ambulance Incidents	2190
Overtime Hours for EMS Personnel	724.75
Charges for Ambulance Runs	\$901,016.00
Collections for Ambulance Runs this year	\$456,271.17
Adjustments (Insurance write-offs)	\$275,294.09
Adjustments (bad debt write-offs)	\$145,646.90

JUNCTION CITY FIRE DEPARTMENT MONTHLY REPORT**OCTOBER 2010**

Situations:	Count
Fire/Explosion	5
Overpressure Rupture	1
Rescue Call	95
Hazardous Conditions	15
Service Call	7
Good Intent Call	9
False Call	4
Other Situation	0
TOTAL for the Month	136

Values:	Values
Total property values involved	\$1,127,000
Total losses	\$104,050
Total amount saved	\$1,022,950

Staff Hours:	Hours
Staff hours involved in situations	376.66

Vehicles:	Hours	Responses
520 (car)	0	0
521 (pickup)	0.93	4
522 (1 ton pickup)	19.25	28
E10 (Engine 10)	0	0
E20 (Engine 20)	29.71	60
E30 (Engine 30)	28.12	76
L1 (Ladder 1)	7.1	9
S1 (Squad 1)	0.32	1
H1 (Hazmat Trailer)	0	0

Responses by District:	City	County
	119	17

Fire Prevention Inspections:	35
-------------------------------------	----

Injuries/Deaths:	Injuries	Deaths
Civilian	0	0
Fire	0	0

YEAR TO DATE TOTALS:

Injuries/Deaths:	TOTALS
Civilian - Injuries	6
Civilian - Deaths	2
Fire - Injuries	1
Fire - Deaths	0
Fire Prevention Inspections:	561
Fire Responses:	1386

ROLLING MEADOWS GOLF COURSE

4 1/2 Star Rated Golf Course

Rolling Meadows Golf Course

October, 2010 Report

Consistently Rated as One of the Top "Places to Play" in
Kansas. -*Golf Digest*

www.jcrollingmeadows.com

**ROLLING MEADOWS GOLF COURSE**

6514 Old Milford Rd
Milford, KS
66514

Phone: 785-238-4303
Fax: 785-210-1980
E-mail: RollingMeadows@jcks.com



October 2010

Monthly Maintenance Activities:



Equipment Maintenance and Repairs:

Wash and Service Equipment - Daily
 Repaired Chain - Toro Slicer
 Installed Mulch Kits - JD 1445 and JD 1600 Rough Mowers
 Repaired Axel - Mowing Deck JD 1445

Irrigation Maintenance and Repairs:

Performed Pump Maintenance - Weekly
 Reprogrammed Irrigation Controllers - 2x
 Repaired or Replaced components in seventeen (17) individual sprinklers
 Ceased Automated Watering - Watering Manually as Needed

Scheduled Course Maintenance:

Empty trash, move tee markers - 3x week
 Open and Clean on course restrooms, wash range balls and fill range machine - 5x week
 Mow Greens - 3x week
 Change Pin Placements - 3x week
 Rake Sand Bunkers - 2x week
 Mow Rough/Mulch Leaves - 5x week
 Weed Eat - As Needed
 Mow Fairways - 4x week
 Mow Tee Boxes - 2x week
 Change Ball Washer solution and towels - weekly
 Mow and Weed Old Milford Rd easement - As Needed
 Mow and Weed Eat Pro Shop area - As Needed
 Mow and Weed Eat Maintenance Shop area - weekly
 Mow Driving Range Fairway - weekly
 Change Putting Green Pin Placements - weekly

Chemical Applications:

Fertilized Greens - 2x
 Fertilized Fairways and Tee Boxes - 1x
 Applied Fungicide and Insecticide - Greens - 1x

Additional Activities:

Over seed Greens and selected areas - Tee Boxes and Fairways
 Treated Mole trails - Greens, Tee Boxes and Fairways
 Planted two trees (2) - Donated by Modern Woodsmen
 Repaired dumpster screen - Pro Shop parking lot
 Filled #6 Pond
 Syringed Greens, Tee Boxes and Fairways - As Needed
 Removed Ball Washers from even numbered Tee Boxes - Winter Storage
 Watered trees - As Needed
 Tree Pruning

Pro Shop:

- Daily Play Operations/Procedures
- Handicap System Operations
- Daily/Weekly/Monthly Reports
- Inventory Report
- Merchandising
- Produced Weekly Food and Beverage Orders
- Annual Fees Update/Renewal Procedures
- Daily/Weekly Business Operations
- Website Marketing
- Maintain/Update Website -www.jcrollingmeadows.com
- Golf Course Staff/Department Meetings
- 2011 Scorecard Prep Meeting
- Meeting with Titleist Rep (conducted 2011 orders)

Tournaments:

Waters True Value - October 1st

Crime Stoppers - October 2nd

Fee Structure:**Weekdays**

18 Hole Green Fee \$14.00

18 Hole Car Fee \$14.00 Per Person

9 Hole Green Fee \$8.00

9 Hole Car Fee 8.00 Per Person

Juniors (14 and under) \$5.50

Specials:

Twilight *Starting Time 2 pm All Year Long

Weekday 18 Hole Green Fee \$10.00

Weekday 18 Hole Green Fee w/ Car \$18.00

Weekends

18 Hole Green Fee \$21.00

18 Hole Car Fee \$14.00 Per Person

9 Hole Green Fee \$11.00

9 Hole Car Fee \$7.50 Per Person

Juniors (14 and under) \$7.50

Specials:

Twilight *Starting Time 2 pm All Year Long

Weekend 18 Hole Green Fee \$16.00

Weekend 18 Hole Green Fee w/ Car \$23.00

Annual Fees:

Single \$450.00

Family \$650.00

Junior (Ages 18 and Under) \$150.00

Senior (Ages 65 and Older) \$400.00

College (Ages 18-23) \$200.00

Electric Car Storage (Annual Trail Fee Included): \$430.00

Gas Car Storage (Annual Trail Fee Included): \$380.00

Annual Trail Fee: \$150.00

October 2010 Revenues:

Category	GL Account #	Total
Green Fee Revenue	17435000372	\$ 12,448.00
Gift Cert. Net	n/a	\$ -205.99
Range Fee	17435000378	\$ 506.05
Rental Fee	17435000375	\$ 100.76
Food	17435000384	\$ 1,203.58
Vending	17435000385	\$ 1,399.58
Annual Green Fees	17435000371	\$ 1,000.00
Trail Fee	17435000373	\$ 64.00
Beer	17435000381	\$ 2,298.31
Tournament Rounds Revenue	17435000370	\$ 3,309.00
Tournament Flighting Fee	n/a	\$ 0
Merchandise	17435000376	\$ 2,300.34
Cart Storage	17435000373	\$ 860.00
Cart Fees (Rev)	17435000374	\$ 9,414.99
Monthly Fees	17435000369	\$ 575.01
Lessons	17435000368	\$ 115.00
Shop Credits Net	n/a	\$ 17.91
Total Revenues (After Taxes)	n/a	\$ 35,406.54
Reserve Fund	1600000421	\$ 1,001.50
Total After Reserve Fund and Taxes		\$ 34,405.04

11-09-2010 9:34 AM SUMMARY DETAIL LISTING PAGE: 1
 FUND : 17 -ROLLING MEADOWS GOLF FUND PERIOD TO USE: Oct-2010 THRU Oct-2010
 DEPT : 32 GOLF COURSE ACCOUNTS: 5-32-00-0510 THRU 5-32-00-0955
 =====AMOUNT===== BALANCE=====

5-32-00-0510	OVERTIME SALARY & WAGES BEGINNING BALANCE	2,474.52
<hr/>		
5-32-00-0515	PARTTIME SALARY & WAGES BEGINNING BALANCE	31,791.18
<hr/>		
=====	OCTOBER ACTIVITY DB: 2,904.49 CR: 0.00	2,904.49
<hr/>		
5-32-00-0520	REGULAR TIME SALARY & WAGES BEGINNING BALANCE	154,383.94
<hr/>		
=====	OCTOBER ACTIVITY DB: 15,029.76 CR: 0.00	15,029.76
<hr/>		
5-32-00-0535	CITY CONTRIBUTION MEDICAL BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0537	CITY CONTRIBUTION DENTAL BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0539	LIFE / SHORT TERM DISABILITY BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0545	SOCIAL SECURITY BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0547	MEDICARE BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0550	KPERS BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0603	BUILDING MAINT. SUPPLIES BEGINNING BALANCE	2,427.02
<hr/>		
=====	OCTOBER ACTIVITY DB: 85.14 CR: 0.00	85.14

11-09-2010 9:34 AM SUMMARY DETAIL LISTING PAGE: 2
 FUND : 17 -ROLLING MEADOWS GOLF FUND PERIOD TO USE: Oct-2010 THRU Oct-2010
 DEPT : 32 GOLF COURSE ACCOUNTS: 5-32-00-0510 THRU 5-32-00-0955
 =====AMOUNT=====BALANCE=====

5-32-00-0610	CHEMICALS BEGINNING BALANCE	18,927.88
5-32-00-0612	FERTILIZER BEGINNING BALANCE	4,086.07
5-32-00-0614	LANDSCAPING SUPPLIES AND PLANT BEGINNING BALANCE	1,079.18
5-32-00-0632	STREET MAINTENANCE MATERIALS BEGINNING BALANCE	56.18
5-32-00-0646	OTHER OPERATIONS AND SERVICES BEGINNING BALANCE	4,523.78
5-32-00-0647	DIESEL FUEL BEGINNING BALANCE	4,580.50
5-32-00-0648	MOTOR FUEL BEGINNING BALANCE	4,785.29
5-32-00-0651	PARTS FOR VEHICLE AND EQUIPMEN BEGINNING BALANCE	0.00
5-32-00-0652	TOOLS BEGINNING BALANCE	308.13
5-32-00-0653	PAINT BEGINNING BALANCE	0.00
5-32-00-0666	SUBSCRIPTIONS, BOOKS, TAPES BEGINNING BALANCE	0.00
5-32-00-0667	OFFICE SUPPLIES BEGINNING BALANCE	772.41

11-09-2010 9:34 AM SUMMARY DETAIL LISTING PAGE: 3
 FUND : 17 -ROLLING MEADOWS GOLF FUND PERIOD TO USE: Oct-2010 THRU Oct-2010
 DEPT : 32 GOLF COURSE ACCOUNTS: 5-32-00-0510 THRU 5-32-00-0955
 =====AMOUNT===== BALANCE=====

5-32-00-0668	POSTAGE & DELIVERY CHARGES				
	BEGINNING BALANCE			179.66	
=====	OCTOBER ACTIVITY DB:	35.48	CR:	0.00	35.48
<hr/>					
5-32-00-0670	MISC. AND SAFETY SUPPLIES				
	BEGINNING BALANCE			6.73	
<hr/>					
5-32-00-0671	GOLF SUPPLIES				
	BEGINNING BALANCE			7,321.46	
=====	OCTOBER ACTIVITY DB:	1,165.44	CR:	0.00	1,165.44
<hr/>					
5-32-00-0673	FOOD SUPPLIES				
	BEGINNING BALANCE			8,933.96	
=====	OCTOBER ACTIVITY DB:	347.00	CR:	0.00	347.00
<hr/>					
5-32-00-0674	VENDING				
	BEGINNING BALANCE			10,669.51	
=====	OCTOBER ACTIVITY DB:	355.89	CR:	0.00	355.89
<hr/>					
5-32-00-0675	SUNDRIES/BEER PURCHASES				
	BEGINNING BALANCE			12,696.36	
=====	OCTOBER ACTIVITY DB:	477.70	CR:	0.00	477.70
<hr/>					
5-32-00-0677	MERCHANDISE FOR RESALE				
	BEGINNING BALANCE			18,938.89	
=====	OCTOBER ACTIVITY DB:	219.23	CR:	0.00	219.23
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11-09-2010 9:34 AM SUMMARY DETAIL LISTING PAGE: 3
 FUND : 17 -ROLLING MEADOWS GOLF FUND PERIOD TO USE: Oct-2010 THRU Oct-2010
 DEPT : 32 GOLF COURSE ACCOUNTS: 5-32-00-0510 THRU 5-32-00-0955
 =====AMOUNT===== BALANCE=====

5-32-00-0668	POSTAGE & DELIVERY CHARGES				
	BEGINNING BALANCE			179.66	
	=====	OCTOBER ACTIVITY DB:	35.48	CR:	0.00 35.48
<hr/>					
5-32-00-0670	MISC. AND SAFETY SUPPLIES				
	BEGINNING BALANCE			6.73	
<hr/>					
5-32-00-0671	GOLF SUPPLIES				
	BEGINNING BALANCE			7,321.46	
	=====	OCTOBER ACTIVITY DB:	1,165.44	CR:	0.00 1,165.44
<hr/>					
5-32-00-0673	FOOD SUPPLIES				
	BEGINNING BALANCE			8,933.96	
	=====	OCTOBER ACTIVITY DB:	347.00	CR:	0.00 347.00
<hr/>					
5-32-00-0674	VENDING				
	BEGINNING BALANCE			10,669.51	
	=====	OCTOBER ACTIVITY DB:	355.89	CR:	0.00 355.89
<hr/>					
5-32-00-0675	SUNDRIES/BEER PURCHASES				
	BEGINNING BALANCE			12,696.36	
	=====	OCTOBER ACTIVITY DB:	477.70	CR:	0.00 477.70
<hr/>					
5-32-00-0677	MERCHANDISE FOR RESALE				
	BEGINNING BALANCE			18,938.89	
	=====	OCTOBER ACTIVITY DB:	219.23	CR:	0.00 219.23
<hr/>					

11-09-2010 9:34 AM SUMMARY DETAIL LISTING PAGE: 5
 FUND : 17 -ROLLING MEADOWS GOLF FUND PERIOD TO USE: Oct-2010 THRU Oct-2010
 DEPT : 32 GOLF COURSE ACCOUNTS: 5-32-00-0510 THRU 5-32-00-0955
 =====AMOUNT===== BALANCE=====

5-32-00-0746	MAINT & REPAIR VEHICLES BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0747	MAINT & REPAIR EQUIPMENT BEGINNING BALANCE	4,961.71
<hr/>		
=====	OCTOBER ACTIVITY DB: 149.51 CR: 0.00	149.51
<hr/>		
5-32-00-0749	OTHER SERVICES BEGINNING BALANCE	7,868.92
<hr/>		
=====	OCTOBER ACTIVITY DB: 135.14 CR: 0.00	135.14
<hr/>		
5-32-00-0753	EQUIPMENT, RENT, LEASE BEGINNING BALANCE	21,709.15
<hr/>		
5-32-00-0765	TRAVEL & TRAINING EXPENSE BEGINNING BALANCE	4.30
<hr/>		
5-32-00-0768	DUES BEGINNING BALANCE	1,536.00
<hr/>		
5-32-00-0776	SALES USE TAX BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0803	BUILDING AND STRUCTURE BEGINNING BALANCE	565.96
<hr/>		
5-32-00-0835	MISC. EQUIPMENT BEGINNING BALANCE	0.00
<hr/>		
5-32-00-0849	GOLF CARTS BEGINNING BALANCE	0.00
<hr/>		

PERIOD TO USE: Oct-2010 THRU Oct-

ACCOUNTS: 5-32-00-0510 THRU 5-32-00-0955
=====AMOUNT=====BALANCE=====

21,048.41

===== OCTOBER ACTIVITY DB: 17,839.82 CR: 0.00 17,839.82

0.00

000 ERRORS IN THIS REPORT!

* * * * *

** REPORT TOTALS **	-- DEBITS --	-- CREDITS --
BEGINNING BALANCES:	364,007.21	0.00
REPORTED ACTIVITY:	39,338.66	0.00
ENDING BALANCES:	403,345.87	0.00

WATER DEPARTMENT SUMMARY OF ACTIVITIES
OCTOBER 2010

WEEK	1	2	3	4	5	Total
1. Active water accounts						9881
2. Inactive water accounts						821
3. Turn on's	36	87	54	63	60	300
4. Turn off's.	31	103	69	74	80	357
5. Reread customers	0	0	0	1	0	1
6. Off Cycle Cutoff	0	11	0	17	1	29
7. Turn off usage no name	0	2	5	0	11	18
8. Turn off cut off list	0	0	253	0	270	523
9. Turn on cut off list	0	13	122	20	200	355
10. Non payment \$ due	\$0	\$0	\$32,444	\$0	\$33,175	\$65,619
11. Meters pulled non-pay	0	3	1	5	0	9
12. Returned check turn off	0	0	0	0	0	0
13. Agreement violations	0	2	1	2	1	6
14. Turn off broken pipes	0	0	0	0	0	0
15. Stopped Meter	0	0	1	0	0	1
16. Water running	0	3	0	0	4	7
17. Sent to Setoff	0	83	0	13	12	108
18. Abnormal usage reread	0	0	1	1	6	8
19. Walk in payments	371	1356	1032	1068	778	4605
20. Drop box payments	31	515	155	219	134	1054
21. Post office payments	139	913	338	575	481	2446
22. Visa payments	164	518	408	417	265	1772
23. Web-Site Payments	84	256	173	215	95	823
24. Receptionist Calls	199	647	533	502	0	1881
25. Telephone calls	208	733	690	751	951	3333
26. Mail processed	77	426	348	468	482	1801
27. Faxes processed	1	8	11	6	8	34
28. Water bills cycle 1	0	0	5308	0	0	5308
29. Late Fees Applied #1	0	1033	0	0	0	1033
30. Water bills cycle 2	0	0	0	0	4345	4345
31. Late Fee Applied #2	0	0	0	999	0	999
32. Deposit refunds	0	0	27	0	36	63
33. Adjustments	2	6	0	18	105	131
34. Final Bills	0	0	0	327	0	327
35. New bank draft set ups	2	6	4	7	4	23
36. Bank drafts processed	0	716	0	351	0	1067
37. Agreements processed	1	10	22	17	49	99
38. Returned checks	1	3	0	9	4	17
39. Miscellaneous billed	290	1	8	1	4	304
40. Miscellaneous keyed	42	1	8	1	4	56
41. Government channel	1	5	6	7	4	23
42. Building reservations	0	0	1	0	2	3
43. Supply requests filled	0	0	0	0	0	0
44. New Service Setup	0	0	4	2	1	7
45. Changed Dials	0	0	0	13	15	28
46. Flyers in Bills	0	0	0	0	0	0

5a

Interoffice Memo

Date: November 5, 2010
To: Mayor & Commissioners
From: Tricia Gowen, Administrative Services Director
RE: City of Junction City Employee Service Awards

ISSUE

The presentation of Service Awards as designated by the League of Kansas Municipalities.

BACKGROUND

"Loyal and dedicated officials and employees form the foundation of every city with strong, progressive government. The pride and devotion shown by these men and women in their jobs is an important factor in making Kansas communities a better place to live. In 1926, the League of Kansas Municipalities began the practice of recognizing city employees for faithful, continuous service."

The City is a member of the League of Kansas Municipalities and follows the League's stance in honoring city employees for their year of service. Service awards are given for 10 years, 15 years, 20 year, 25 years, 30 years, 35 years, 40 years, 45 years and 50 years of service.

RECOMMENDATION

The staff recommends that the City Commission honor city employees who have served the city for 10, 15, 20, 25, 30, 35 and 40 years at the November 16, 2010 Commission meeting.

8a

City of Junction City

City Commission

Agenda Memo

8 November, 2010

From: Ed Lazear, Parks & Recreation Director
To: Gerry Vernon, City Manager, and City Commission
Subject: **Memorandum of Understanding between the City of Junction City and the Junction City Junior Baseball Association for use of City Facilities.**

Objective: Approval of Memorandum of Understanding between the City of Junction City and the Junction City Junior Baseball Association for use of City facilities.

Explanation of Issue: The Junction City Junior Baseball Association currently uses city recreational facilities located at North Park for recreational baseball programs. In the past the City has provided the facilities and support at no charge. Current guidance requires that all entities pay the established fees for use of City facilities. This Memorandum of Understanding outlines city services provided to the Junction City Junior Baseball Association and the associated costs. A representative from the Junction City Junior Baseball Association will be at the meeting to request a fee waiver.

Budget Impact: Approval of this agreement will provide \$2,370 in additional revenue for the Parks Department. This amount is based on fees outlined and the use of facilities in 2010. Currently, the additional requirements for the Junction City Junior Baseball Association use of city facilities costs the Parks & Recreation Department approximately \$2,073 annually.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve
2. Disapprove
3. Modify the proposal...
4. Table the request.

Recommendation: City Staff recommends approval of this memorandum of understanding with JCJBA for the 2011 season.

Enclosures: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING 2011

This agreement executed by and between the City of Junction City, Kansas, hereinafter referred to as the City and the Junction City Junior Baseball Association, a Kansas Non-profit organization, hereinafter referred to as JCJBA shall be renegotiated annually.

The City shall provide four (4) ball diamonds at the North Park Complex for annual use by JCJBA during youth season from mid May through July 2011, with all practice, game and tournament schedules approved through the Parks and Recreation Department.

The City will provide the following, subject to City budget limits:

1. Restrooms and water fountains in clean working order for participants, spectators, coaches and officials.
2. Playing fields meeting generally agreed upon standards for safety and playability. Maintenance to include infield preparation for practices Monday through Thursday, 5:00-9:00 p.m. or when field conditions dictate otherwise and on game days. Fields will be mowed, trimmed, reseeded, fertilized and watered as determined by the City. The aforementioned duties will be done from May through July.
3. Maintenance of the electrical system for lights and scoreboards for the four (4) ball diamonds at the North Park Complex.
4. Should any "Complex" be vandalized during JCJBA games, it is the responsibility of JCJBA to pay for damaged property. For example, restrooms and concessions are to be maintained in the original condition as presented at the start of the season.
5. City agrees to provide diamond time to the JCJBA in direct proportion to the number of teams playing during the youth baseball season. The Parks and Recreation Department will have control over the blocks that have been allotted. JCJBA diamond time will consist of Mondays - Thursdays between 5:00 p.m. to 9:00 p.m. for practices, game days Mondays - Fridays between 5:00 p.m. to 10:00 p.m. Saturdays between 8:00 a.m. and 8:00 p.m. Sundays between 1:00 p.m. and 7:00 p.m. Weekend days are subject to change in the future when paid facility reservations are scheduled. In these cases, JCJBA will yield.

Scheduling of any/all tournaments that do not fall on the aforementioned days will be submitted to the City of Junction City for approval in a timely manner. The number of tournaments will be negotiated as dictated by the League schedules.

6. Maintenance of the North Park Fields #1-#4 will include infield preparation and mowing. Will provide anchor bases/plate for this field.
7. Reasonable parking will be provided at the North Park Complex.

8. Will provide trash receptacles and removal of trash from all barrels/cans at the North Park Complex.
9. Will grant access to storage rooms at the North Park Complex to include restrooms, concessions, and ball field lights.
10. Will provide access to the above-mentioned areas by key access only. JCJBA will be provided twelve (12) keys to be shared between board members. JCJBA will check out keys and return keys at the City Parks Department. If all keys are not returned, JCJBA will replace all locks at their cost.
11. Determination of field conditions and playability. Determine use of field drying methods to be used, quantity of product to be applied and type of product to be used. Will alert a JCJBA member of field conditions in question no later than two (2) hours prior to game time.
12. Rainout games the City will provide field preparation.
13. Will provide two (2) emergency contact numbers for maintenance issues for after working hours.
14. Will provide the necessary updates and maintenance on all fields needed.
15. Will provide ball field preparation services for games and tournaments only.
16. Will provide extra trash receptacles, trash bags for tournaments.

The JCJBA, Inc. will provide the following:

1. Administration of recreational baseball program in Junction City. They will promote a safe & positive arena for youth baseball to be played.
2. Schedule all league games, all pre and post season tournament games with the approval of the Junction City Parks and Recreation Department.
3. Will provide, schedule & pay for all umpires needed for all JCJBA games.
4. Provide one Adult Supervisor at the North Park Complex during JCJBA games. They will also provide the City with a list of board members and contact information. JCJBA will also provide a list of authorized coaches to schedule practice on behalf of JCJBA.
5. Copies of schedules for games and tournaments will be approved by the Parks and Recreation Department as soon as League Scheduling makes it possible. The City understands that this schedule can and will be subject to change and it is the responsibility of the JCJBA to get any changes to the Parks and Recreation Department.

6. Will reasonably oversee all aspects on every JCJBA game night. All damages or malfunctions must be reported to the City within the next business day.
7. Agrees to pay the city a fee of \$30/day/field, for the use of fields for games only. This fee covers dragging, chalking, chalk, installing bases and keeping the fields maintained.
8. JCJBA agrees to pay \$30/day/field for tournaments plus any additional field maintenance requests. Fee to be actual cost to the Parks and Recreation Department.
9. JCJBA is responsible for providing phone and phone line for emergency.

Concessions Amendment

1. The JCJBA will be in charge of operating concessions. Rental fee of \$100/month at the end of each month for the North Park Complex will be owed to the City.

Certification

I, the undersigned hereby certify that I am representing the majority of my organization and that I/my organization will abide by all aforementioned clauses in this document.

Approved this day of , 2010.

Mike Rhodes, Mayor

ATTEST:

Tyler Ficken, City Clerk

Jim Poole, President
Junction City Junior Baseball Association

City of Junction City

City Commission

Agenda Memo

November 8, 2010

From: Dan Pfizenmaier, Self-Help Housing Director
To: Gerry Vernon, City Manager
Subject: **Accept Award of new 523 Grant**

Objective: The Self-Help Housing office would like to accept the Letter of Award for a new 523 Grant from USDA Rural Development in the amount of \$360,000.00. This grant will fund 18 new Self-Help Housing homes. We now have four applicants approved by USDA Rural Development for our first group in this grant and one application at Rural Development for approval. We are currently working on 3 other applications one will be to finish out the first group and the other two will be to start the second group.

Explanation of Issue: The Self-Help Housing office would like to accept the Letter of Award for a new 523 Grant from USDA Rural Development in the amount of \$360,000.00. We requested and were approved to apply for this grant in the amount of \$360,000 on August 3, 2010, with the grant paying the employees' benefits.

Budget Impact: The application for the 523 Grant for Self-Help Housing has \$0.00 budget impact on the City of Junction City for the 2-year grant from December 3, 2010 to December 2, 2012. The Grant amount of \$360,000 will cover all Self-Help Housing employees' salaries and benefits as well as operational costs.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve the Acceptance of the Letter of Award for new 523 Grant for Self-Help Housing in the amount of \$360,000.
2. Disapprove the Acceptance of the Letter of Award for new 523 Grant Application for Self-Help Housing in the amount of \$360,000.
3. Modify the Acceptance of the Letter of Award for new 523 Grant Application for Self-Help Housing in the amount of \$360,000.
4. Table the request.

Suggested Motion:

Commissioner _____ moved that
..... be approved on
first reading.

Commissioner _____ seconded the motion.

Recommendation: The Staff recommends we approve the Acceptance of the Letter of Award for new 523 Grant Application for Self-Help Housing.

Enclosures: Letter of Award



United States Department of Agriculture
Rural Development

September 27, 2010

LETTER OF CONDITIONS

Dan D. Pfizenmaier
City of Junction City
P.O. Box 287
Junction City, KS 66441

Re: Self-Help Technical Assistance Grant \$360,000

Dear Mr. Pfizenmaier:

A review has been made of the items submitted in connection with your application for a Section 523 Mutual Self-help Housing grant for the City of Junction City. Based on your submittal of items required, listed under 7 CFR 1944.410 (e) (1) through (10) and 7 CFR 1944.411 (a) through (h), your application package is determined complete and funds have been obligated for the grant. The Grant Agreement can be issued on a date of your choosing. Generally the Grant Agreement is entered into on a date at the beginning of construction on the first group of homes for the grant.

The grant is for \$360,000 to coordinate and supervise the construction of 18 homes in Junction City, Kansas.

This letter establishes conditions which must be understood and agreed to before beginning this new grant:

1. The amount of this grant is based upon the construction of 18 houses.
2. Grantee is to comply with all requirements of RD Instruction 1944-I, the Grant Agreement, this Letter of Conditions, and the proposals submitted in the application.
3. Current information must be maintained in Shares. Shares must be updated at least monthly.
4. Monthly advances for personnel costs and ancillary services will not exceed the equivalent amount of EUs earned.
5. Audited financial statement to be provided to USDA Rural Development annually. The audit is to be provided for each year Self-help funds are included in the audit.

1303 SW First American Place • Suite 100 • Topeka, KS 66604
(785) 271-2720 • Fax (785) 271-2784 • TTY (785) 271-2767 • www.rurdev.usda.gov/ks

Committed to the future of rural communities

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Washington, DC 20250-4202. Tel: (800) 795-6070. TDD: (800) 795-6270. (TDD)

LETTER OF CONDITIONS
Self-Help Technical Assistance Grant \$360,000.

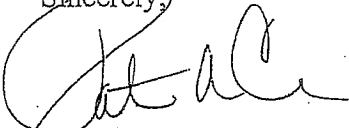
Page 2

You are encouraged to utilize the Technical and Management Assistance Regional Contractor Little Dixie Community Action Agency, Inc. for any needed technical assistance in complying with these requirements.

Please sign and return a copy this Letter of Conditions.

If you have any questions concerning these conditions, please contact USDA Rural Development for assistance at 785-271-2723.

Sincerely,



PATRICIA A. CLARK

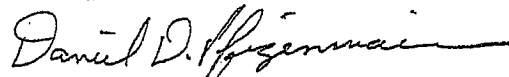
1/18 State Director

Acceptance of Conditions:



Gerry Vernon
City Manager
City of Junction City

Acceptance of Conditions:



Daniel D. Pfizenmaier
Mutual Self-help Housing Director
City of Junction City

NRReed:nrr

8c

City of Junction City

City Commission

Agenda Memo

November 8, 2010

From: Cheryl S. Beatty, Finance Director
To: City Commissioners
Subject: 2010-2012 Audit Bid Award

Objective: Bid Review and Award for 2010, 2011, and 2012 City Audits.

Explanation of Issue: The City of Junction City sent Request for Qualification and Bid for the 2010-2012 Audit. We received two bids broken down as follows:

	<u>Total</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
B T & Company,		\$47,400	\$49,750	\$52,100
Lowenthal, Webb & Oderman		\$32,550	\$32,900	\$33,300

Both firms are highly qualified to complete our city audits. I have had the opportunity to work with both and both could perform the work as requested. Both firms received positive comments from their client reference lists. Lowenthal, Webb, & Oderman specializes in government audits and submitted the lowest bid.

Budget Impact: The 2009 audit fee was not to exceed \$54,180. The low bid reflects a \$21,630 savings over our current audit price and is a \$14,850 savings from high to low bid.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Award the bid to one of the two bidders.
2. Not award the bid.
3. Modify the RFP and go out for bid again.
4. Table the request.

Recommendation: I recommend the award of bid to Lowenthal, Webb & Odermann as qualified and the lowest bidder.

Suggested Motion:

Commissioner _____ moved that we award bid to _____ in the amount of _____.

Commissioner _____ seconded the motion.

Enclosures: Bid proposals from each firm.

TECHNICAL AUDIT PROPOSAL TO THE CITY OF JUNCTION CITY

LOWENTHAL, WEBB & ODERMANN, P.A.
Certified Public Accountants
900 Massachusetts, Suite 301
LAWRENCE, KANSAS 66044
785-749-5050

CONTACT PERSON: AUDREY M. ODERMANN, CPA

Signature of Official: Audrey M. Odermann

October 20, 2010

TECHNICAL AUDIT PROPOSAL TO THE CITY OF JUNCTION CITY

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Peer Review Report	9

LOWENTHAL, WEBB & ODERMANN, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

900 Massachusetts, Suite 301
Lawrence, Kansas 66044-2868
Phone: (785) 749-5050
Fax: (785) 749-5061
Website: www.lswwcpa.com

David A. Lowenthal, CPA
Patricia L. Webb, CPA
Audrey M. Odermann, CPA

Abram M. Chrislip, CPA
Caroline H. Eddinger, CPA
Grant A. Huddin, CPA
Brian W. Nyp, CPA

Members of American Institute
and Kansas Society of
Certified Public Accountants

October 20, 2010

City of Junction City
700 N. Jefferson Street
P.O. Box 287
Junction City, KS 66441

We are pleased to have the opportunity to submit this proposal to provide professional auditing services to the City of Junction City, Kansas, for the year ended December 31, 2010 with options to renew for two additional years.

We understand the scope of work as follows:

We will express an opinion on the fair presentation of the City's basic financial statements, each of its major funds and its aggregate remaining fund information in conformity with generally accepted accounting principles. We will also provide an "in-relation-to" opinion on the combining and individual fund statements and schedules, and the Schedule of Expenditures of Federal Awards. The audit is to be performed in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133; and the Kansas Municipal Audit Guide. The scope of the audit will also include the audit of the Economic Development Council, the Junction City Fire Department Fund and the Junction City Fireman's Relief Fund. In addition, we understand that the Junction City Library is included in the audited financial statements of the City and that it is audited by other auditors.

We commit to perform the audit in the specified timeline as listed below:

Draft Report	Submitted to City by June 15, 2011
Final Report	Submitted to City by July 1, 2011

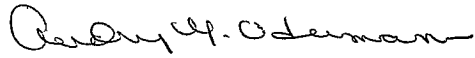
Lowenthal, Webb & Odermann, P.A., is a full service firm of certified public accountants with an office in Lawrence, Kansas. We maintain a practice focus in the area of professional accounting and auditing services to local governments in Kansas and Missouri. We have extensive experience in providing quality audit services to many Kansas governments. Our retention history as a firm for municipal audits has been excellent. We invite you to contact any of the governments listed in this proposal.

We have a team of full time auditors that are available to answer the City's daily operation questions. The individual team members that would be assigned to the City's audit, work exclusively on the audits of local governments. Because of this government experience, our audit team has developed efficient and effective services that will minimize the interruption of the City staffs daily operations. As a firm, we are committed to being easily accessible to our clients at all times.

We are also members of several professional organizations that allow us access to the most recent developments in professional standards and industry related issues. This access allows us to educate our staff in areas that may directly affect your audit. In addition, we are able to communicate relevant issues to our clients that may assist the City in complying with various state and national requirements.

We believe the attached proposal meets the requirements of the City's request for proposals and we look forward to discussing this proposal with the City's staff in the near future. This proposal is our firm and irrevocable offer for a period of ninety days after the date of the proposal. Once again thank you for the opportunity to present this proposal.

Cordially,

A handwritten signature in cursive script, appearing to read "Audrey M. Odermann".

Audrey M. Odermann, CPA

Detailed Proposal

Independence

Lowenthal, Webb & Odermann, P.A. is independent of the City of Junction City as defined by GAAS and *Government Auditing Standards* and has no conflict of interest with the City of Junction City.

License to Practice in Kansas

Lowenthal, Webb & Odermann, P.A. and all assigned key professional staff, is properly licensed to practice in Kansas.

Firm Qualifications and Experience

Lowenthal, Webb & Odermann, P.A., is a full service firm of twenty – one full time staff and three part time staff. We provide auditing, accounting, tax and consulting services to our clients. The governmental audit staff consists of nine full time staff and three part time staff members. The firm's office is in Lawrence, Kansas. The governmental audit staff used for the City of Junction City audit would include five full time professionals and one part time staff member. The five full time professional staff would include a partner, a manager, an in-charge auditor, and two staff auditors. The firm would also provide an individual to perform the quality control review of the City's audited financial statements.

The firm's quality control policy includes extensive guidance in the areas of leadership responsibilities over the audit, relevant ethical requirements, personnel assignment including recruitment and hiring of staff, firm independence, acceptance and continuance of clients, professional development, engagement documentation, and engagement performance and monitoring. All of our audits are reviewed by both the partner in charge of the audit and an independent quality control reviewer. These reviews include a detailed inspection of every workpaper and the completed financial statements. As part of our quality control policy, we completed a quality control review performed by external certified public accountants in accordance with the requirements of the American Institute of Certified Public Accountants. This review resulted in an unqualified opinion with no letter of comments. Attached for your reference is a copy of our most recent external quality control review report, which included the review of several government audits.

Firm personnel are active members in several professional organizations. The assigned staff members listed are members of the following organizations:

1. American Institute of Certified Public Accountants
2. Kansas Society of Certified Public Accountants
3. Government Finance Officers Association
4. Government Audit Quality Center

Partner, Supervisory and Staff Qualifications and Experience

The following individuals have extensive government audit experience and have all met the GAO Continuing Education requirement for in-charge personnel and are available to staff the audit of the City of Junction City:

Audrey M. Odermann CPA, Partner In Charge

Mrs. Odermann is a shareholder in our office and has a practice focus in the area of local governments. Mrs. Odermann is also the chairman of the firm's government accounting and auditing committee. Mrs. Odermann is a member of the Government Finance Officers Association (GFOA) and is a special review committee member for the GFOA certificate of achievement program. Mrs. Odermann is also the firm's quality control partner and represents the firm as a participating member of the AICPA Governmental Audit Quality Center. Mrs. Odermann is also a board member of the Kansas Municipal Audit Guide Editorial Board. She assisted Shawnee Mission USD with early implementation of GASB 34 in 2001 and Blue Valley USD in 2002. She has worked for the firm for thirteen years.

Brian Nyp, CPA, Manager

Mr. Nyp became a CPA in 2005 and has worked for the firm since 2003. He has seven years of public accounting experience in auditing, review and tax services. He obtained his degree from the University of Kansas. Mr. Nyp works as the audit manager on the Prairie Village, Shawnee Mission USD, Kansas City Kansas USD and Shawnee audits. Mr. Nyp is also a member of the Government Finance Officers Association (GFOA) and was selected to participate in the 2010 Kansas CPA Society 20 Under 40 Leadership Committee.

Abram Chrislip, CPA, In-Charge

Mr. Chrislip became a CPA in 2003 and has worked for the firm since 2002. He has eight years of public accounting experience in auditing, review and tax services. He obtained both his undergraduate and graduate degrees from the University of Kansas. Mr. Chrislip works as the manager on both Blue Valley USD and Salina. Mr. Chrislip is also a member of the Government Finance Officers Association (GFOA), the Kansas Society of Certified Public Accountants and the American Institute of Certified Public Accountants.

We intend to staff the audit, in subsequent years, with the same partner, manager and at least one staff member.

All of the staff listed above attend annual conferences focusing on governmental accounting and auditing updates. The most recent conference included the following topics: American Recovery and Reinvestment Act of 2009, GASB Update, Governmental Auditing Standards Update, Single Audit Update, Risk Assessment Standards and Fraud in Governmental Organizations. Audit staff are also required to attend monthly continuing education meetings. The monthly continuing education meetings focus on recent changes in auditing and accounting standards and how these changes have an effect on our local governmental clients.

Similar Engagements with Other Government Entities

Lowenthal, Webb & Odermann, P.A. performs the audit for the entities listed below. The year end for the City of Salina, Prairie Village and Shawnee is December 31. The year end for Blue Valley USD and Shawnee Mission USD is June 30.

Client: Salina
Contact: Rod Franz, Director of Finance and Administration
Telephone Number: (785) 309-5735
Hours: 480
Scope: Audit of financial statements, including single audit report

Client: Blue Valley USD
Contact: Terra Barrows, Director of Accounting and Auditing
Telephone Number: 913-239-4223
Hours: 420
Scope: Audit of comprehensive annual financial report, including single audit report

Client: Shawnee Mission USD
Contact: Tim Rooney, Manager of Budget and Finance
Telephone Number: (913) 993-6421
Hours: 400
Scope: Audit of comprehensive annual financial report, including single audit report

Client: Shawnee
Contact: Bryan Kidney, Finance Director
Telephone Number: (913) 631-2500, Ext. 263
Hours: 390
Scope: Audit of comprehensive annual financial report

Client: Prairie Village
Contact: Karen E. Kindle, Finance Director
Telephone Number: (913) 381-6464
Hours: 330
Scope: Audit of comprehensive annual financial report

We have performed the audits of cities, counties and school districts in the State of Kansas. Our reputation for retention of clients is excellent. The following is a complete list of our Kansas governments currently served:

City of Baldwin - U
City of Bonner Springs - SA, U
City of Burlington - U
City of Clay Center - SA, U
City of De Soto - U
City of Edgerton - U
City of Elwood - U
City of Eudora - U
City of Garnett - U
City of Horton - U
City of Iola - SA, U
City of Lake Quivira
City of Lawrence - SA, CAFR, U
City of Louisburg - U
City of Mission - CAFR
City of Mission Hills
City of Osawatomie - SA, U
City of Oskaloosa - U
City of Ottawa - U
City of Prairie Village - CAFR
City of Sabetha - U
City of Salina - SA, U
City of Shawnee - CAFR
City of Spring Hill - U

City of Tonganoxie - U
City of Troy - U
City of Wathena - U
City of Valley Center - U
Brown County
Jefferson County - SA
Consolidated Fire District #2
Blue Valley USD 229 - SA, CAFR
Burlington USD 244 - SA
Clay Center USD 379 - SA
Emporia USD 253 - SA
Gardner Edgerton USD 231 - SA
Geary County USD 475 - SA
Hiawatha USD 415 - SA
Kansas City Kansas Public Schools USD 500 - SA
Lawrence USD 497 - SA
Louisburg USD 416
Olathe USD 233 - SA, CAFR
Prairie View USD 362
Seaman USD 345 - SA
Shawnee Mission School District USD 512 - SA, CAFR
South Brown County USD 430 - SA
Tonganoxie USD 464
Turner USD 202 - SA
Valley Falls USD 338

U - Audit Includes Public Utility
SA - Subject to Single Audit/A-133 Audit
CAFR - Comprehensive Annual Financial Report

Specific Audit Approach

Our firm's policies and procedures are designed to insure that we comply with all professional standards. As these standards relate to the audit of the City of Junction City, we would plan our audit to comply with generally accepted auditing standards, *Government Auditing Standards*, Kansas Municipal Audit Guide, the Single Audit Act Amendments of 1996 and OMB Circular A-133, if required.

The following is a summary of the level of staff and number of hours to be assigned to the engagement:

<u>Responsibility</u>	<u>Staff Assigned</u>	<u>Hours</u>
Planning, development of audit program, client conferences, general review, financial statement review and quality control review.	Partners	70
Planning, development of audit program, client conferences, internal control review, preparation of key audit workpapers, review of workpapers and financial statement review.	Manager	80
Internal control review, preparation of audit workpapers, review of workpapers and statement preparation.	Supervisory Staff	80
Preparation of workpapers and general fieldwork.	Staff Auditor	210
Clerical	Clerical	<u>5</u>
Total Hours		<u>445</u>

In planning the audit of the City of Junction City we would first obtain an understanding of the City's operating environment. We would obtain this understanding by interviews with City staff, review of City policies and procedures, reading Commission meeting minutes and reviewing City ordinances that relate to the financial management of the City. In addition, we would request financial statements, budgets and final trial balances for the current and prior years. Audit staff would perform multiple analytical reviews and analyze the trends of the financial information over several years. This analysis would assist in identifying major areas of audit concern and begin to define our major audit objectives. Once a preliminary audit plan had been established we would meet with the City's staff to discuss any additional staff concerns and the timing for our evaluation of the City's internal control systems.

Our review of the City's internal control systems provides us with information to determine the extent to which we can rely on the internal controls of the City. Our review of the internal control systems would include documenting the flow of accounting transactions throughout the City. Our review would help to identify potential deficiencies in internal controls and also assist in determining strengths in the City's internal control systems.

Once we have reviewed the systems, we would develop a customized audit program. The audit program would include compliance testing as well as substantive testing. We would test compliance with control procedures documented during the evaluation of the City's control systems. Samples would be used as necessary to test controls using random audit sampling techniques.

The extent of the substantive testing will be determined by the results of the compliance tests performed over the City's internal control systems. The substantive tests would include third party confirmation of financial institution accounts, grant and tax revenue, debt expenditures, and other financial statement accounts that lend themselves to confirmation. A detailed analytical review would be performed to identify unusual trends which may indicate the need for further testing. Supporting evidence would be obtained and reviewed to assist in the testing of various areas of the audit.

At the conclusion of fieldwork, both the partner in charge of the audit and the quality control partner would review all detailed workpapers as well as the financial statements.

Name of Accounting Firm: Lowenthal, Webb & Odermann, P.A.

AUDITING SERVICES COST PROPOSAL

Proposal Submitted by: Lowenthal, Webb & Odermann, P.A.
Address: 900 Massachusetts, Suite 301 Lawrence, KS 66044
Contact Person: Audrey M. Odermann, CPA
Phone: 785-749-5050

Fees for Services:

	City of <u>Junction City</u>	Fire <u>Funds</u>	Economic Development <u>Council</u>	<u>Total</u>
2010	\$ 28,550	\$ 2,000	\$ 2,000	\$ 32,550
2011	\$ 28,900	\$ 2,000	\$ 2,000	\$ 32,900
2012	\$ 29,300	\$ 2,000	\$ 2,000	\$ 33,300

Fee Rates:

Partner	<u>\$ 100</u>
Manager	<u>\$ 80</u>
Staff	<u>\$ 60</u>

211 South 84th Street
Suite 100
Lincoln, NE 68510

Phone: 402-483-7781
Fax: 402-483-5198
1-800-747-0081

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- Business Valuations
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SYSTEM REVIEW REPORT

To the shareholders of
**Lowenthal Singleton Webb & Wilson
Professional Association**
and the Peer Review Committee of the Kansas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Lowenthal Singleton Webb & Wilson Professional Association** (the firm) in effect for the year ended June 30, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

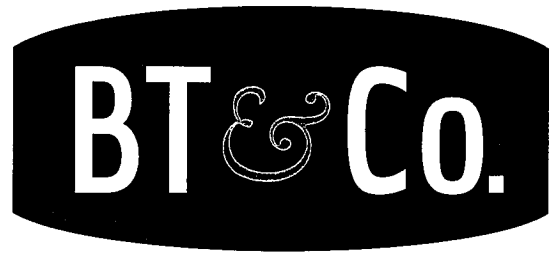
As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of **Lowenthal Singleton Webb & Wilson Professional Association** in effect for the year ended June 30, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Lowenthal Singleton Webb & Wilson Professional Association** has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP

BMG

Lincoln, Nebraska
July 22, 2009



BERBERICH TRAHAN & CO., P.A.

Certified Public Accountants

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES FOR THE CITY OF JUNCTION CITY, KANSAS

OCTOBER 27, 2010

KAREN K. LINN
BERBERICH TRAHAN & CO., P.A.
3630 SW BURLINGAME ROAD
TOPEKA, KANSAS 66611
785-234-3427 800-530-5526
klinn@btandcocpa.com

CITY OF JUNCTION CITY, KANSAS

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BERBERICH TRAHAN & CO., P.A.
Certified Public Accountants

October 27, 2010

City of Junction City, Kansas
Attn: Ms. Cheryl Beatty
Finance Director
P.O. Box 287
Junction City, Kansas 66441

Dear Ms. Beatty:

Berberich Trahan & Co., P.A. (BT&Co.) is pleased to have the opportunity to submit this proposal to provide professional auditing services to the City of Junction City, Kansas (the City) for the years ended December 31, 2010, 2011 and 2012. Our top quality cost-effective service is the best evidence of our interest in the City as a client and of our ability to service the City's needs. The following proposal describes more fully why and how we can perform more effectively than any other firm. It describes our:

1. **Professional Reputation and Proven Experience** - As illustrated by the client list provided and years served, BT&Co. is well established in providing services to governmental clients. While many of our peers have decided to de-emphasize or leave the governmental and nonprofit industries, we have specialized in providing services to these industries and have continued to invest in them by committing substantial human, technological and training resources toward serving governmental clients. We know that governmental entities are being held to ever-higher levels of scrutiny, public accountability, and demands for efficiencies and performance, and we are committed to helping you meet those expectations.
2. **Service Record** - The references provided will indicate our impeccable service record with clients. We believe that in our current involvement with other cities we have demonstrated our ability to perform to their specifications both from quality and timeliness viewpoints, including the availability of client-service team individuals, which enables us to respond to day-to-day inquiries promptly.

BERBERICH TRAHAN & CO., P.A. 3630 SW Burlingame Rd., Topeka, KS 66611-2050
t 785.234.3427 toll-free 800.530.5526 f 785.233.1768
brandcoqpa.com



Ms. Cheryl Beatty
City of Junction City, Kansas
October 27, 2010
Page 2

3. **Staffing** - We have committed to assign experienced government auditors to the engagement team. This would include Karen Linn, Stacey Hammond, and Matt Deutsch whose combined governmental experience exceeds 50 years. Because of the significant amount of governmental auditing that we perform, all of our audit team meet the GAO continuing professional education requirements. This experience with governmental organizations will provide for an effective and timely audit and will result in minimum disruption to the operations of the City. In addition, Karen Linn, engagement director, is a member of the GFOA review team for review of financial statements for excellence in financial reporting program.
4. **Competitive Professional Fees** - We believe that the audit fee we are proposing is fair considering your state and federal reporting requirements and is commensurate with the work to be performed.
5. **Research Abilities** - We are formally associated with the world's fifth largest accounting firm, McGladrey & Pullen. As a member of the McGladrey Alliance, we have access to the most up-to-date industry specific information available, and some of the most sophisticated practitioners in the accounting profession. There is no doubt that BT&Co.'s experience and expertise, combined with McGladrey's resources, will maximize the value of your audit.

We believe the attached proposal meets the requirements of your request for proposal and we look forward to serving the City. If you have any questions in regard to the proposal or require additional information, please do not hesitate to contact the undersigned.

Very truly yours,

BERBERICH TRAHAN & CO., P.A.

Karen K. Linn
Director

KKL:tls

INDEPENDENCE AND LICENSE

Statement of Independence

In accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, BT&Co. affirms independence of the City. BT&Co. will maintain an independence of mental attitude in all matters related to this engagement and, further, in accordance with the professional ethics established by the American Institute of Certified Public Accountants, BT&Co. affirms that no member of the firm has had any direct or indirect business or investment relationship with the City and that no member of the firm has had any family relationships with elected officials or department heads of the City.

License to Practice in Kansas

Both the firm and all assigned key professional staff are properly licensed to practice in the State of Kansas.

Affirmative Action

Our firm agrees not to discriminate against any employee or applicant for employment during the performance of the contract. BT&Co. is an equal employment opportunity employer, and does not discriminate against any employee on the basis of race, sex, color, creed, religion, physical handicap, age, national origin, or ancestry.

PROFILE OF BERBERICH TRAHAN & CO., P.A.

The Firm

BT&Co. has been serving Northeast Kansas clients from our Topeka, Kansas office since 1913. Our personnel numbers 33 with 17 certified public accountants. We provide auditing, accounting, tax and management consulting services, with the majority of our clients operating in the governmental and nonprofit industries. We are a member of the American Institute of Certified Public Accountants and participate in quality control programs. The firm is a member of the American Institute of Certified Public Accountants Government Audit Quality Center (Karen Linn is the designated Director of the firm's membership in the center). Because of the significant amount of governmental auditing that we perform, all of our audit team have met the Yellow Book requirement of 24 hours of continuing professional education, making our team ready to meet the needs of the City. It is anticipated that this audit will be staffed with Karen Linn, director, Matt Deutsch, manager, and two additional staff members. In addition, Stacey Hammond will be responsible for the independent quality review.

BT&Co. believes that every client, regardless of its size, is clearly entitled to expect the following:

- Frequent contact with, and ready access to, the engagement team. It goes without saying that this contact can be expected throughout the year and not just when audit activities make it necessary.
- Timely service from a competent team that fully understands the client's business and industry. Our concern for the client's operating efficiency is as great as the concern for strict compliance with governing standards and regulations.

Our client list numbers in excess of 60 not-for-profit entities and includes a broad spectrum of state and local governmental agencies. We have served cities, counties, school districts, state agencies, water districts, drainage districts, federal agencies, grant programs, and HUD projects. Our firm's reputation for retention of clients is excellent. We have served many of our clients in excess of twenty years.

Client References

Following are four client references including contact names and telephone numbers:

City of Pittsburg, Kansas
Jon Garrison, Director of Finance
201 W. 4th Street, P.O. Box 688
Pittsburg, Kansas 66762
(620) 231-4100
Karen and Stacey work on this audit.

City of Leavenworth, Kansas
Dan Williamson, Director of Finance
100 N. 5th Street
Leavenworth, Kansas 66048
(913) 682-9201
Karen and Stacey work on this audit.

City of Gardner, Kansas
Laura Gourley, Director of Finance
120 East Main
Gardner, Kansas 66030
(913) 856-0929
Karen, Stacey and Matt work on this audit.

City of Derby, Kansas
Jean Epperson, Director of Finance
611 Mulberry, Suite 300
Derby, Kansas 67037
(316) 788-3132
Karen, Stacey and Matt work on this audit.

Quality Control/Peer Review

All governmental audits are reviewed by the audit director and independent quality reviewer assigned to the engagement. This includes a review of workpapers and a review of the financial statements and related opinions. These reviews will be performed by Karen Linn, director, and Stacey Hammond, independent quality reviewer. Berberich Trahan quality control procedures include extensive policies and procedures relating to independence, assignment of personnel, supervision, hiring, professional development and inspection. The inspection includes intraoffice professional practice review as well as a peer review. During October 2008, BT&Co. completed a quality control review performed by external certified public accountants in accordance with the requirements of the American Institute of Certified Public Accountants. This quality review, which included governmental engagements, resulted in an unqualified opinion with no accompanying letter of comment, which is the highest possible rating. A copy of this report is included at the end of this document.

Membership in Professional Organizations

BT&Co. personnel are active in numerous professional organizations. The organizations in which the principals and team participate include the following:

1. American Institute of Certified Public Accountants
2. Kansas Society of Certified Public Accountants
3. Northeast Chapter of the Kansas Society of Certified Public Accountants
4. American Institute of Certified Public Accountants Governmental Audit Quality Center
5. Government Finance Officers Association (GFOA)

Research Abilities

Through our association with the world's fifth largest accounting firm, McGladrey & Pullen, we have access to the most up-to-date industry specific information available, and some of the most sophisticated practitioners in the accounting profession. This gives us the ability to access technical resources and draw upon experiences of other professionals.

GASB Statements Experience and Consulting

New GASB statements are having a significant impact on the financial statements of governmental entities. BT&Co. has been instrumental in providing training to governments and the facilitation of discussions between entities to assist finance directors and CFOs in learning and implementing the changes that these statements bring. In addition, Karen Linn has served as an instructor for numerous classes at the Association of Government Accountants and other conferences.

The entire audit team of BT&Co. has also attended training sessions to ensure that the firm is at the forefront of the implementation of these issues, thus giving our team the expertise to assist the City in the implementation of these standards.

Additional Professional Services

BT&Co. also provides a broad range of management consulting services to governmental clients including financial planning and control, operations management and control, programs and performance evaluation, indirect cost studies, and general management. Our consultants understand the specific management needs of governmental administrators at all levels and are knowledgeable about many factors, such as constitutional, legislative and administrative requirements or constraints, which are important to success in governmental consulting engagements.

We are prepared to provide the City with our full range of consulting services. The related fees will be estimated and approved by the administration prior to commencing the work.

PRIOR AUDIT EXPERIENCE

The following clients represent our most significant audits that are similar to the City.

City of Gardner, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours: 500
Audit Dates: 2002 to present
Engagement Director: Karen Linn
Engagement Manager: Stacey Hammond

City of Leavenworth, Kansas

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for excellence in Financial Reporting.

Total Hours: 400
Audit Dates: 1997 to present
Engagement Director: Karen Linn
Engagement Manager: Stacey Hammond

City of Pittsburg, Kansas

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for excellence in Financial Reporting.

Total Hours: 400
Audit Dates: 1998 to present
Engagement Director: Karen Linn
Engagement Manager: Stacey Hammond

City of Atchison, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours 350

Audit Dates: 1992 to present

Engagement Director: Karen Linn

Engagement Manager: Stacey Hammond

City of Derby, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours 450

Audit Dates: 2007 to present

Engagement Director: Karen Linn

Engagement Manager: Stacey Hammond

The following is a representative listing of our current governmental clients served. Many of these organizations are of similar size and scope as the City and have Single Audits of programs that are the same or are similar to the City's federal grants.

City of Leavenworth, Kansas (1)(2) (includes Sewer and Refuse Utilities)
City of Atchison, Kansas (1)(2) (includes Water/Wastewater and Refuse Utilities)
City of Pittsburg, Kansas (1)(2) (includes Water/Wastewater and Stormwater Utilities)
City of Gardner, Kansas (2) (includes Electric, Water, Wastewater and Stormwater Utilities)
City of Derby, Kansas (includes Sewer and Water Utilities)
Topeka Public Schools U.S.D. No. 501(1)
Auburn-Washburn U.S.D. No. 437 (1)
Shawnee Heights U.S.D. No. 450 (1)
Fort Leavenworth U.S.D. No. 207 (1)
Jefferson West U.S.D. No. 340 (1)
Jefferson County North U.S.D. No. 339
Santa Fe Trail U.S.D. No. 434 (1)
Topeka and Shawnee County Public Library
Highland Community College (1)
Rural Water District No. 3
Sac & Fox Gaming Commission
State of Kansas (A)(1)
KPERS (A)(2)
Kansas Department of Transportation (A)(1)(2)
Kansas Water Pollution Control Revolving Fund (A)(1)
Kansas Public Water Supply Loan Fund (A)(1)
Missouri State Lottery Commission (2)
Missouri Department of Natural Resources Clean Water State Revolving Fund
Missouri Department of Natural Resources Drinking Water State Revolving Fund
Prairie Band Potawatomi Nation (1)
Sac and Fox Nation of Missouri (1)
Leavenworth Housing Authority (1)
Pittsburg Housing Authority (1)
Sac & Fox Housing Authority (1)
Housing Authority of the Peoria Tribe (1)
Kickapoo Housing Authority (1)

(A) – Audited in a joint venture with another Firm.

(1) – Indicates a “single audit” requirement, i.e., programs financed by Federal Government

(2) – Indicates submission to GFOA and receipt of Certificate of Achievement for Excellence in Financial Reporting

For your information, we receive the highest evaluation when submitting our governmental, staff and Firm experience to the Division of Post Audit of the State of Kansas when they solicit firms to perform agency audits. A recent example of this expertise was our selection as auditors for the State of Kansas, Kansas Lottery, Kansas Department of Transportation and the Kansas Public Water Supply and Kansas Water Pollution Control Revolving Funds for the years ended June 30, 2007 - 2010.

STAFF QUALIFICATIONS

Personnel/Continuity

We propose assigning the following individuals to the 2010 and subsequent engagements:

Director	Karen Linn
Independent Quality Reviewer	Stacey Hammond
Manager	Matt Deutsch

These individuals have extensive governmental experience and have previously participated in audits of many Kansas cities. As previously mentioned, all of our audit team have met the GAO continuing professional education requirements of 24 hours every two years. Thus, our staffing will bring a combination of experience and expertise to the audit engagement, resulting in an efficient and effective audit with little disruption to the City's daily operations.

Brief Resumes of Audit Team

Engagement Director - Karen K. Linn, CPA

Karen is a director in our office and is our Government Services Coordinator. She is a certified public accountant with over 25 years of diversified experience in the public accounting field. Karen has extensive municipal and governmental experience, including audits of governments that report in compliance with the Kansas statutory basis. In addition, she has performed and managed audits of cities (which included utility funds), counties, the State of Kansas, school districts, and universities, including single audit experience.

Karen is a graduate of Bethel College. She is a member of the American Institute of Certified Public Accountants, the Kansas Society of Certified Public Accountants and the Northeast Chapter of the Kansas Society of Certified Public Accountants. In addition, Karen is a reviewer for the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program. Karen presently serves as Treasurer of the South Topeka Rotary and the Topeka Parks and Recreation Foundation and is very active on United Way committees. Karen is licensed to practice as a certified public accountant in Kansas and has met the Yellow Book requirement for governmental continuing education hours in each of the past three years. Karen has attended AICPA, GFOA and McGladrey & Pullen continuing education conferences and seminars on accounting and auditing for governmental entities.

Independent Quality Reviewer - Stacey Hammond, CPA

Stacey is a manager in our office and is a certified public accountant who has over 14 years of experience, with extensive experience auditing governmental entities. Stacey is a graduate of Kansas State University and the University of Kansas. She is a member of the American Institute of Certified Public Accountants and the Kansas Society of Certified Public Accountants. Stacey is licensed to practice as a certified public accountant in Kansas and has met the Yellow Book requirement for continuing education hours in each of the past three years. She has attended AICPA, GFOA and McGladrey & Pullen continuing education conferences and seminars on accounting, auditing and reporting for governmental entities.

Manager – Matt Deutsch, CPA

Matt is a manager in our office and is a certified public accountant who has over 6 years of experience, with extensive experience auditing governmental entities. Matt's experience with governmental entities includes significant experience auditing cities (which includes utility funds). Matt is a graduate of Washburn University. He is a member of the American Institute of Certified Public Accountants. Matt is licensed to practice as a certified public accountant in Kansas and has met the Yellow Book requirement for continuing education hours in each of the past three years. He has attended AICPA, GFOA and McGladrey & Pullen continuing education seminars on accounting, auditing and reporting for governmental entities.

Matt has also been involved in consulting with Kansas municipalities regarding preparation of financial information and recording of transactions in accordance with generally accepted accounting principles.

In addition to the above, we have a wide range of personnel with diverse experience who will be available depending on the experience found to be required.

AUDIT APPROACH

Scope and Objectives

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances to express an opinion on the financial statements of the City. Our audit will also be conducted in accordance with the following:

- *Government Auditing Standards*, (current applicable revision), issued by the Comptroller General of the United States.
- The AICPA industry audit guide, *Audits of State and Local Governments* (current applicable revision).
- Audits of States, Local Governments and Non-Profit Organizations, Office of Management and Budget's Circular A-133.
- Circular A-133 *Compliance Supplement*.
- The Single Audit Act of 1984, including amendments in 1996.
- *Kansas Municipal Audit Guide* approved by the Division of Accounts and Reports.

BT&Co. believes that the single audit concept provides the broadest audit coverage desired by the federal government in examinations conducted in accordance with the Single Audit Act of 1984. We anticipate the issuance of the following reports:

- An opinion as to whether each opinion unit in the basic financial statements is presented fairly in accordance with accounting principles generally accepted in the United States of America and, if required, an opinion as to whether the Schedule of Expenditures of Federal Awards is presented fairly in all material respects in relation to the financial statements taken as a whole. It is anticipated that the scope of the opinion will be similar to the prior years.
- A report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133, if required.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements in accordance with *Government Auditing Standards*.
- A schedule of findings and questioned costs or schedule of findings and responses, including the following three components:
 - A summary of the auditors' results, including components required by the OMB Circular, if required.
 - Findings and questioned costs for the financial statements which are required to be reported in accordance with GAGAS.

- Findings and questioned costs for Federal awards including reportable conditions and material weaknesses, if any, related to major programs, if required. Any items reportable as required under Subpart E §.510 Audit Findings of OMB Circular A-133 would be reported here.

Audit Performance

An audit of financial statements, like any scientific inquiry, requires the auditor to assemble raw information, analyze this material and report the results. In recent years, BT&Co. has used innovative audit techniques to match the increasing sophistication of management information systems and the growing need for an effective and reliable system of internal accounting controls.

This section describes how BT&Co. will conduct the examination of the City. While audits by different firms may appear to be identical, they can be differentiated if two characteristics are considered:

- The extent to which the auditing firm attempts to obtain an understanding of the client in advance of the examination and tailor the auditing procedures to the conditions and needs of the client; and
- The additional skills and processes the auditor can bring to the engagement which will translate into an effective and efficient examination.

We believe our approach has such characteristics. Our examination will include:

- Planning,
- Systems evaluation,
- Testing, and
- Reporting.

Planning

The planning phase establishes the proper foundation for the direction of the audit. It encompasses the following tasks:

- Obtain an understanding of the operating environment in accordance with the Risk Assessment Suite of Standards (Statements on Auditing Standards No. 104 through No. 111). This will begin with the necessary understanding of the environment in which the City operates. An understanding will be obtained through interviews with City personnel, review of City documents and observation of systems in place at the City.
- Review information technology operations including current status and anticipated changes.

- Conduct analytical reviews. One of the most inefficient ways to conduct an audit is to spend significant time examining transactions that have little or no importance to the financial statements as a whole, or which represent minimal risk. Typically, many such areas exist in organizations the size of the City. In analytical reviews, however, the auditor studies the budgets and financial statements and looks for unusual trends and results. At this time, interrelationships of other functional areas with the accounting system are identified. Extended audit procedures can then be focused on the areas of unusual results or potential audit risk. Our staff is trained in the concepts of analytical review, and we will utilize the technique in conducting the audit of the City's systems.
- Identify major areas of audit concern and define major audit objectives. This would include determining laws and regulations that will be subject to audit test work through review of City minutes, review of financial statements and interviews with City management personnel.
- Meet with the City's personnel to discuss planning, procedures, timing, etc.
- Finalize the audit plan.

Systems Evaluation

The work accomplished in the planning phase provides the framework for a review of the systems and procedures and the determination of the extent to which they can be relied on to produce reliable financial data. As a result of this review, we will determine that a clear and concise delineation of the flow and recording of accounting transactions is documented. This review and determination is called the systems evaluation phase. It includes three tasks:

- Review internal accounting control systems.
- Identify control strengths and weaknesses.
- Develop a tailored audit program.

Testing

Once the tailored audit program is developed, we will conduct both compliance tests and substantive tests.

- **Compliance Tests** - We will test compliance with established control procedures by ascertaining that the significant strengths within each system are functioning as described. Particular attention will be placed on controls over the processing of information related to the major areas of audit concern. We will also test for compliance with applicable laws (including State Statutes), regulations and governmental policies, including single audit test work. Samples will be drawn as necessary to test controls using random sample techniques to the extent the population lends itself to such a process. In the event the sample does not lend itself to random sampling, a haphazard sample will be selected from the population.

- **Substantive Tests** - These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system that appears on the financial statements. The extent of our detailed substantive work will be governed by the results of our compliance tests of accounting internal controls. These tests will include third party confirmation of your financial institution accounts and other investments, property, sales and franchise tax revenue, grant revenue and other financial statement accounts which lend themselves to confirmation. A detailed analytical review will be performed during this phase of the audit work to identify in detail the unusual trends or relationships which may indicate a need to test further. Corroborating evidence will be obtained to support changes that have occurred.

Use of Software

Computers provide a means for efficient and neatly prepared work papers. Each of our audit team have a laptop computer that they use in the field on all audit engagements. Each laptop is equipped with a spreadsheet program, a word processing program, random sample generator, amortization software, trial balance software as well as other aids for performing an audit effectively and efficiently. These aids are used extensively in the preparation of audit work papers and in the processing of audit information. In addition, we perform our audits in a "paperless" environment, which increases efficiency and reduces waste.

Proposed Segmentation

Planning	50 hours	Director, Manager and Supervisor
Systems evaluation	50 hours	Manager and Audit Team
Testing	300 hours	Manager and Audit Team
Reporting	50 hours	Director and Manager
Supervision and review	50 hours	Director and Manager
<hr/>		
<u>500 hours</u>		

Overall supervision of all segments will be performed by Matt Deutsch (Manager) during the fieldwork.

Reporting

All governmental audits are reviewed by the audit director and by the independent quality reviewer assigned to the engagement. This includes a review of workpapers, and a review of the financial statements and related opinions. Karen Linn, director, and Stacey Hammond, independent quality reviewer, will perform these reviews. At the conclusion of our audit of the financial statements, we will issue our reports in accordance with the scope of our examination previously discussed. Additionally, we will assist the City in submitting the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting, as needed. We will review the audit report through the use of checklists used by the GFOA Certificate of Excellence reviewers to ensure the report is in conformance with the GFOA program.

Internal Control Deficiencies Letter

We place great emphasis on preparing internal control deficiencies letters which contain constructive, practical recommendations regarding internal control and operating improvement opportunities, including significant deficiencies and material weaknesses, if any. Many of our internal control points are developed during our internal control reviews and testing of the systems for compliance. The letter is reviewed initially with the appropriate City officials while the comments are in draft form.

Timing

We would begin our planning of the engagement as soon as the contract is awarded. Periodic progress meetings will be held with the City Finance Department and Administration during and upon completion of the fieldwork. Our audit team size is sufficient to complete the fieldwork in the time frame required to meet the deadlines. We are prepared to schedule the engagement to satisfy your timetable for delivery of final copies of the audited financial statements. We also anticipate as part of the audit process a meeting with the City Commission to discuss the scope of our work and findings.

City Staff Support

BT&Co. always strives to conduct audits in an efficient manner that will minimize disruptions to the operations of the City. As part of our audit process, we will request that the City provide for our audit copies of certain documents and workpapers such as bank reconciliations, details of investments, debt, and account activity details for certain accounts. We will also request that the City prepare confirmations and pull files and invoices. We would not require any assistance from the City's finance staff outside of normal business hours.

Other

We will be responsible for communicating and interpreting significant changes in governmental reporting. This will include inquiries received from City staff during the year. As part of our commitment to the City, we will not charge you for phone calls, questions, or letters and communications on matters such as new accounting and reporting issues, etc., unless significant time is required for research and response. Accordingly, all of the time and expenses for routine inquiries are included in our fee quote.

COMPENSATION

Our professional fees are based upon the time spent on an engagement at an hourly rate related to the level of experience and training of the individuals assigned. Consequently, the amount of client assistance received has a direct bearing on the cost of the audit. Our all-inclusive maximum fees (including travel and expenses) are detailed on the attached schedule.

As part of our commitment to the City, we will not charge you for phone calls, questions, or letters and communications on matters such as new accounting and reporting issues, etc., unless significant time is required for research and response. Accordingly, all of the time and expenses for routine inquiries are included in our fee quote. Interim billings will be submitted as work progresses and as expenses are incurred.

We understand that any fees for additional work would require advance approval. Our hourly rates for additional work are as follows:

Director	\$ 185
Manager	\$ 125
Staff	\$ 85

The actual fees billed in each year will not exceed the above fees unless unanticipated changes in the scope of our work are required due to (1) a change in the operating size of the City, (2) a change in the number of major programs required to be audited (fee quoted is for one major program, additional fees range from \$ 2,500 - \$ 3,500 for each additional major program depending on the complexity of the grant), (3) a change in applicable laws, regulations or generally accepted auditing standards as applied in the United States, (4) new accounting standards issued that have a significant effect on the City and/or (5) the incomplete or untimely receipt by us of the information provided by the client which significantly affects our ability to perform our audit procedures on a timely and efficient basis. All other provisions of this proposal will survive any fee adjustment.

Name of Accounting Firm: Berberich Trahan & Co., P.A.

AUDITING SERVICES PROPOSAL

Proposal Submitted by: Berberich Trahan & Co., P.A.

Address: 3630 SW Burlingame Road

Topeka, Kansas 66611-2050

Contact Person: Karen Linn, Director

Phone: 785-234-3427

Fees for Services:

	<u>Junction City</u>	<u>Fire Funds</u>	<u>Econ Dev Board</u>	<u>Total</u>
2010	<u>40,000</u>	<u>2,400</u>	<u>5,000</u>	<u>47,400</u>
2011	<u>42,000</u>	<u>2,500</u>	<u>5,250</u>	<u>49,750</u>
2012	<u>44,000</u>	<u>2,600</u>	<u>5,500</u>	<u>52,100</u>

Fee Rates (please list or attach firms billing rates for individual staff members for partners, managers and staff members).

To the Shareholders
Berberich Trahan & Co., P.A.

We have reviewed the system of quality control for the accounting and auditing practice of Berberich Trahan & Co., P.A. (the firm) in effect for the year ended June 30, 2008. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included among others, audits of Employee Benefits Plans and engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests, therefore, it would not necessarily detect all weaknesses in the system of quality control or all instances of noncompliance with it. There are inherent limitations in the effectiveness of any system of quality control and, therefore, noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Berberich Trahan & Co., P.A. in effect for the year ended June 30, 2008, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Brown Smith Wallace, L.L.C.

St. Louis, Missouri
October 30, 2008

Ed

City of Junction City

City Commission

Agenda Memo

Date: November 9, 2010
From: Cheryl S. Beatty, Finance Director
To: Sale of City Property
Subject:

Objective: Review and award of bid for sale of city property.

Explanation of Issue: Following City Commission direction certain properties were advertised for sale by sealed bid process. The results of the process are as follows:

136 E Third Street:	Leon D. Osbourn	\$1,500.00
	Gary D Olds	\$4,000.00
	Michael Gross	\$1,800.00
215 E 14 th Street:	No Bids. Bid withdrawn – Self-help Housing Project.	
436 W 11 th Street	No Bids	
617 N. Washington St.	No Bids	
Riley Manor Circle	Mike Steinfert	\$1,175.00
W 18 th Street	No Bids	
10 th & Washington	No Bids	

Budget Impact: Sale of property would be allocated to the City general fund.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve sale of individual properties.
2. Disapprove sale of individual properties.
3. Modify the request for bids and rebid.
4. Table the request.

Recommendation: Staff recommends the award of bid for 136 E Third Street to Gary Olds for the amount of \$4,000.00 and the award of bid for Riley Manor Circle to Mike Steinfert for the amount of \$1,175.00.

Suggested Motion:

Commissioner _____ moved that
..... be approved.

Commissioner _____ seconded the motion.

Enclosures: Copy of ad, map of each property, and bids.

Notice of Real Property
FOR SALE
By Sealed Bid

The City of Junction City is accepting bids on the following properties:

136 E 3rd St - Empty Lot
215 E 14th St - Empty Lot
436 W 11th St - Empty Lot
617 N Washington St - Retail Bldg
As is condition.

Elmdale Ave -12 acres

- Minimum bid \$100,000

Riley Manor Circle - Empty Lot
W 18th St/Marston Addition:

- Empty lots 1-11, Blk 4

- Empty lots 6-11, Blk 5

- Empty lots 13-24, Blk 3

10th & Washington St:

- Lots 4-10, Block 8, JC Plat

- Minimum bid of \$100,000

- Conditional Sale; Must develop
within one-year of award of bid.

Sealed bids will be accepted until Oct. 29, 2010 at 4 pm at City Hall, 700 N Jefferson St., PO Box 287, Junction City, KS 66441. Sealed bids must be labeled 'SEALED BID-PROPERTY' for SALE. All bids must be accompanied by a check made out to the City of Junction City for ten (10) percent of the purchase price. The checks of unsuccessful bidders will be returned. All bids will be presented to the City Commission on November 16. Bidders may request building viewing or more information by calling the City Clerk at (785) 238-3103, extension 301.

The City reserves the right to reject any or all bids. The City Commission may award a bid by highest bid or best use.

A8278

9/21,29,10/15,20

Results

Map Contents

- ☒ Roads and Land Parcels
- ☐ Water Lines & Valves
- ☐ Sewer Lines & Manhole
- ☐ Storm Water Drainage
- ☐ Subdivision
- ☒ County Roads
- ☐ Contours 1 Meter
- ☐ Census Block & Population 2000
- ☐ Places of Importance
- ☒ City Aerial Image 2007
- ☐ City Aerial Image 2002
- ☐ County Aerial Image 2006



Riley Manor Circle

Find Address, Roads, Attractions Find Property, Subdivision Find a Fire Hydrant Print

Results

Map Contents

- ☒ Roads and Land Parcels
- ☐ Water Lines & Valves
- ☐ Sewer Lines & Manhole
- ☐ Storm Water Drainage
- ☐ Subdivision
- ☒ County Roads
- ☐ Contours 1 Meter
- ☐ Census Block & Population 2000
- ☐ Places of Importance
- ☒ City Aerial Image 2007
- ☐ City Aerial Image 2002
- ☐ County Aerial Image 2006



136 E THIRD

October 29, 2010

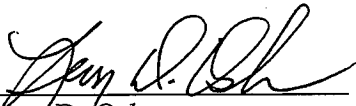
City of Junction City, Kansas
Post Office Box 287
Junction City, Kansas 66441

RE: 136 E. 3rd Street, Junction City, Kansas – Empty Lot

Pursuant to the Notice of Real Property FOR SALE by Sealed Bid, I hereby submit my bid for the empty lot located at 136 E. 3rd Street, Junction City, Kansas, in the amount of One Thousand Five Hundred Dollars (\$1,500.00).

Enclosed please find my check in the amount of One Hundred Fifty Dollars (\$150.00), which sum represents the required ten percent (10%) of the purchase price.

Should you have any questions, please don't hesitate to contact me.


Leon D. Osbourn
1240 Miller Drive
Junction City, Kansas 66441
(785) 762-5040 (wk)

LDO:jmt
Enclosure (ck)
\\cserver2\Admin\CorpData\LDO\Ltr Submitting Bid.docx

Olds Properties

Management and Maintenance
3308 Frontier Circle
Manhattan, KS 66503-2531
785-236-6537 (cell)
garyolds@sbcglobal.net


City of Junction City
Municipal Building
Junction City, KS 66441

To whom it my concern,

This letter and the enclosed check per your requirements, is to submit a bid on the purchase of a city owned vacant lot at 136 E. 3rd, Junction City.

My bid is \$4,000 and I have enclosed a check for \$400. This bid is contingent upon the city being able to provide clear title at closing with the customary expenses for buyer and seller at closing through the selected title & abstract company.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary D. Olds", written in a cursive style.

Gary D. Olds

Enclosure: \$400 check payable to the City of Junction City

October 28, 2010

Bid for the following property:

136 E. 3rd St.

Junction City, KS 66441

Bid Price:

\$1800.00

Bidder:

Michael Gross

223 W. Chestnut

Junction City, KS 66441

785.210.5079

grossm@cox.net

Mike & Kelly Steinfort
8786 S. Hwy 57
Junction City, KS 66441

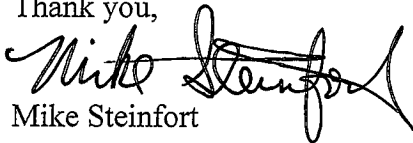
To,
Tyler Ficken, City Clerk
City of Junction City

Ref: Land for sale bid

Dear Mr. Ficken,

We would like to submit a bid of \$1175.00 on property the City of Junction City is advertising for sale located on Riley Manor Circle.
Enclosed is the required 10% deposit.

Thank you,


Mike Steinfort

8e

City of Junction City

City Commission

Agenda Memo

11-9-2010

From: Tyler Ficken
To: Gerry Vernon
Subject: **Animal Shelter Ordinance G-1085**

Objective: The consideration and approval of Ordinance G-1085 to correct the recent update to Section 215.050 of the Municipal Code regarding Animal Shelter operations.

Explanation of Issue: On 10-19-2010 the Commission approved Ordinance G-1082 on final Reading. After approval and publication it was brought to my attention that the approved Ordinance was not a complete or full version. Two pages of the Ordinance were not presented to the Commission, and those same pages were not published. Ordinance G-1085 attached is the correct version which now includes sections on Licensing, Impoundment Procedure, and Procedure on Diseased or Suspect Animals.

The current law is not complete. It is important to make this correction as soon as possible on Emergency reading.

Budget Impact: See attached Memo from 10-19-2010 meeting.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve Ordinance G-1085
2. Disapprove Ordinance G-1085
3. Modify the proposal
4. Table the request.

Recommendation: Staff recommendation is to approve Ordinance G-1085 on First and Final reading.

Suggested Motion:

1. Move to approve G-1085 on first reading.
2. Move to approve declaration of emergency
3. Move to approve G-1085 on final reading.

Enclosures: G-1085 and marked version, Memo from 10-19-2010 meeting from Linnea Alt

**City of Junction City
City Commission
Agenda Memo**

Date: 10-19-2010

From: V. Linnea Alt, Animal Shelter Board Member
To: City Commission of Junction City
Subject: Modification of City Ordinances Pertaining to Animals/Pets

Objective: Obtain modification of outdated city ordinances pertaining to the Junction City/Geary County Animal Shelter.

Explanation of Issues: The current ordinances listed in Chapter 215 of the Code of the City of Junction City needs to be updated to reflect the amended name of the shelter, increase licensing fees, amend the quarantine provision, provide for the current handling of the animal shelter by the Animal Shelter Director, etc.

Budget Impact: There is not a negative impact to the city budget. The licensing fees for the dog/scats in the city limits will increase for unaltered animals and the fees collected by the shelter for impounded animals and quarantined animals will increase.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand:

1. Approve ordinance modifications as proposed in the enclosed documents.
2. Disapprove ordinance modifications.
3. Modify the proposed ordinance modifications.
4. Table the request.

Suggested Motion:

Commissioner _____ moved that the ordinance modifications to Chapter 215 of the Code of the City of Junction City be approved on first reading.

Commissioner _____ seconded the motion.

Recommendation: The Junction City/Geary County Animal Shelter Board recommends the approval of the changes as set forth in the enclosures.

Enclosures: Proposed Ordinance Modifications (as previously submitted to the board with omission of the dangerous dog language as previously proposed.)

ORDINANCE G- 1085

AN ORDINANCE AMENDING SECTION 215.050, TITLED "LICENSING," SECTION 215.060, TITLED "IMPOUNDMENT PROCEDURE," AND SECTION 215.070, TITLED "PROCEDURE ON DISEASED OR SUSPECT ANIMALS"

WHEREAS, the City Commission finds it is in the public interest to amend these sections of City Code to provide for licensing, impoundment, and for the control of diseased or suspect animals, to delineate the offense of keeping or harboring an animal that unlawfully bites a non-family member, and to designate the facility as the Junction City/Geary County Animal Shelter.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS.

SECTION 1. Section 215.050 is hereby amended to read as follows:

SECTION 215.050: LICENSING

- A. No person shall own, keep or harbor an animal over the age of five (5) months within the City limits unless the animal has been vaccinated by a licensed veterinarian with an anti-rabies vaccine and licensed by the City of Junction City.
- B. The animal license tags shall be issued upon payment of the license fee and presentation of a certificate of vaccination current within three (3) months of the date of application. The license shall be valid for one calendar year from the date of vaccination and cannot be transferred.
- C. Applications for animal licenses shall be made upon a printed application form provided by the Junction City/Geary County Animal Shelter and shall state the name and address of the owner, harbinger or keeper of said animal, and the name, breed, color, age and sex of the animal.
- D. Animal license tags shall be issued by the Junction City/Geary County Animal Shelter and/or licensed veterinarians.
- E. The license fee for a dog or cat license shall be five dollars (\$5.00) for a neutered or spayed dog or cat, and twenty five dollars (\$25.00) for an intact male or female dog or cat. Said license fee shall be paid to the Junction City/Geary County Animal Shelter. The veterinarian issuing said license shall receive a fee of two dollars (\$2.00) for each license issued.
- F. Every person who owns, harbors, keeps or is in charge or in control of a dog or cat within the City limits shall provide and place on such animal a collar or harness

which shall be worn by said animal at all times when off the premises of said person, and shall attach to the collar or harness the metal license tag obtained pursuant to this Chapter.

- G. When it shall be made to appear to the satisfaction of the Animal Control Officer that any tag has become lost, the owner, upon presentation of the original license and payment of two dollars fifty cents (\$2.50), shall receive a replacement.
- H. Upon the payment of such tax and fee, and exhibition of the certificate of vaccination, the City Clerk or his/her designated agent, shall register in a book kept for the purpose, a description of each dog or cat so registered, together with the name of the owner, keeper or harborer thereof, and deliver to the person paying the license fee a metallic tag on which shall be cast or stamped the number of such tag and the expiration date and also deliver a certificate giving a description of such animal, which shall correspond with the register and number of tag.
- I. A kennel, cattery or pet shop dealer shall be subject to inspection yearly by a representative of the Junction City - Geary County Health Department and upon passing said inspection shall be licensed at a fee of fifty dollars (\$50.00) per year, in addition to the required licensing of each animal.
- J. *Fines.* Upon conviction in the Municipal Court for a violation of Section 215.050, the following minimum fines shall be imposed:
 - 1. First offense within one calendar year \$50.00
 - 2. Second offense within one calendar year \$150.00
 - 3. Third or subsequent offense within one calendar year \$250.00
(*Ord. No. G-866 §§1-2, 5-6-97; Ord. No. G-958 §1, 12-2-03*)

SECTION 2. Section 215.060 is hereby amended to read as follows:

SECTION 215.060: IMPOUNDMENT PROCEDURE

- A. The Animal Control Officer, his/her designated agent, or any Law Enforcement Officer, shall take up and impound any animal found in violation of this Chapter.
- B. If within three (3) business days from the date any such animal is impounded, the owner of such animal shall appear and claim his/her animal, he/she shall pay to the Junction City/Geary County Animal Shelter the sum of twenty dollars (\$20.00) to pay for the cost of impounding, an additional sum per day for boarding fee at the rate of nine dollars (\$9.00) for each day such animal is impounded, and an additional sum of ten dollars (\$10.00) to pay the cost of dog vaccine and five dollars (\$5.00) for cat vaccine if there is no evidence the animal has been vaccinated upon its arrival to the shelter.

- C. Upon the payment of such fees and compliance with the licensing provisions of this Chapter, the animal shall be returned to such owner. The Animal Control Officer and the Health Officer shall be authorized to attempt to recover all costs incurred in caring for any animal impounded or held under the provisions of this Chapter. The City Clerk, in consultation with the Animal Control Officer and Health Officer shall effectuate suitable procedures for the collection of fees and issuance of vouchers by the Animal Control Shelter, together with suitable procedures for disbursement of such fees as herein provided.
- D. Any animal impounded under the provisions of this Chapter and not reclaimed by its owner within three (3) business days of its impoundment, may be disposed of, placed for adoption, or placed in rescue at the direction of the Junction City/Geary County Animal Shelter.
(Ord. No. G-866 §§1-2, 5-6-97)

SECTION 3. Section 215.070 is hereby amended to read as follows:

SECTION 215.070: PROCEDURE ON DISEASED OR SUSPECT ANIMALS

- A. If it shall be determined that any animal confined under the provisions of this Chapter is diseased, and by reason of such disease being transmissible to human beings or, in the case of rabies or ringworm, other animals, the Animal Control Officer or owner shall, upon notice thereof from the Health Officer with veterinary medical consultation, cause such animal to be properly treated by a veterinarian or destroyed; provided, that in the case of rabies exposure of animals, such as a dog, cat or other animal being bitten by a rabid skunk, such dog, cat or other animal may by the Health Officer be caused to be destroyed or confined for a period of not less than six (6) months to the satisfaction of the Municipal Court.
- B. Any animal which bites a person, shall immediately be quarantined at the Junction City/Geary County Animal Shelter or at the the owner's, keeper's, or harbinger's expense with a doctor of veterinary medicine of the owner's, keeper's, or harbinger's choosing, for a period of ten (10) days. The quarantine must be coordinated prior to the responding officer's departure from the scene or the animal shall be taken to the Junction City/Geary County Animal Shelter until alternative arrangements are made with a licensed veterinarian's office for quarantine of the animal. When said animal is quarantined in a private veterinarian's office, the owner, keeper, or harbinger of such animal shall give notice to the Junction City/Geary County Animal Shelter when such animal is released. Upon such release, the veterinarian shall mail a certificate showing the condition of the health of the animal to the Junction City/Geary County Animal Shelter. If the animal is held at the Junction City/Geary County Animal Shelter, the animal shall be examined at the end of the ten (10) day confinement by a licensed veterinarian.. In all such cases of quarantine, the confinement shall be at the owner's, keeper's, or harbinger's expense of twenty two dollars (\$22.00) per day. Any owner, keeper, or harbinger of any animal which bites a person who fails to quarantine said animal in accordance with the provisions of this Section, shall, upon conviction thereof, be deemed guilty of a Class A misdemeanor.

- C. Sick or injured animals found or picked up by the Animal Control Officer will be evaluated and/or treated by a licensed veterinarian, who shall be designated by the Junction City/Geary County Animal Shelter Director. Further, the Junction City/Geary County Animal Shelter Director will arrange for a veterinarian to provide responsive treatment for animals maintained at the Junction City/Geary County Animal Shelter during the three (3) business day holding period that become ill or show symptoms of injury. The Junction City/Geary County Animal Shelter Director is hereby authorized to pay for all services rendered by veterinarians under this Section.
- D. Attending veterinarians shall have the authority to humanely destroy any animal evaluated and/or treated under this Section of the Code that has a contagious disease or injury where such humane disposition is in the attending veterinarian's opinion the appropriate veterinary medical action.
- E. The owner of a sick or injured animal taken to a veterinarian by the Animal Control Office is responsible for the payment of charges for veterinarian services related thereto. The owner shall reimburse the City of Junction City for all expenditures the City is required to pay for veterinary services rendered to the owner's animal under this Section.

(Ord. No. G-866 §§1-2, 5-6-97)

SECTION 4. All ordinances and parts thereof that are inconsistent with any provision of this Ordinance are hereby repealed.

SECTION 5. This Ordinance shall be effective upon it's publication once in the *Junction City Daily Union*.

Passed and Adopted by the Governing Body of the City of Junction City, Kansas
this ____ day of _____, 2010.

Mayor

Attest:

City Clerk

ORDINANCE G-_____

AN ORDINANCE AMENDING SECTION 215.050, TITLED "LICENSING," SECTION 215.060, TITLED "IMPOUNDMENT PROCEDURE," AND SECTION 215.070, TITLED "PROCEDURE ON DISEASED OR SUSPECT ANIMALS"

WHEREAS, the City Commission finds it is in the public interest to amend these sections of City Code to provide for licensing, impoundment, and for the control of diseased or suspect animals, to delineate the offense of keeping or harboring an animal that unlawfully bites a non-family member, and to designate the facility as the Junction City/Geary County Animal Shelter.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS.

SECTION 1. Section 215.050 is hereby amended to read as follows:

SECTION 215.050: LICENSING

- A. No person shall own, keep or harbor an animal over the age of five (5) months within the City limits unless the animal has been vaccinated by a licensed veterinarian with an anti-rabies vaccine and licensed by the City of Junction City.
- B. The animal license tags shall be issued upon payment of the license fee and presentation of a certificate of vaccination current within three (3) months of the date of application. The license shall be valid for one calendar year from date of vaccination and cannot be transferred.
- C. Applications for animal licenses shall be made upon a printed application form provided by the Junction City/Geary County Animal Shelter and shall state the name and address of the owner, harborer or keeper of said animal, and the name, breed, color, age and sex of the animal.
- D. Animal license tags shall be issued by the Junction City/Geary County Animal Shelter and/or licensed veterinarians.
- E. The license fee for a dog or cat license shall be five dollars (\$5.00) for a neutered dog or cat, and twenty-five dollars (\$25.00) for an intact male or female dog or cat. Said license fee shall be paid to the Junction City/Geary County Animal Shelter. The veterinarian issuing said license shall receive a fee of two dollars (\$2.00) for each license issued.
- F. Every person who owns, harbors, keeps or is in charge or in control of a dog or cat within the City limits shall provide and place on such animal a collar or harness which shall be worn

by said animal at all times when off the premises of said person, and shall attach to the collar or harness the metal license tag obtained pursuant to this Chapter.

- G. When it shall be made to appear to the satisfaction of the Animal Control Officer that any tag has become lost, the owner, upon presentation of the original license and payment of one dollar (\$1.00), shall receive a replacement.
- H. Upon the payment of such tax and fee, and exhibition of the certificate of vaccination, the City Clerk or his/her designated agent, shall register in a book kept for the purpose, a description of each dog or cat so registered, together with the name of the owner, keeper or harbinger thereof, and deliver to the person paying the license fee a metallic tag on which shall be cast or stamped the number of such tag and the expiration date and also deliver a certificate giving a description of such animal, which shall correspond with the register and number of tag.
- I. A kennel, cattery or pet shop dealer shall be subject to inspection yearly by a representative of the Junction City - Geary County Health Department and upon passing said inspection shall be licensed at a fee of fifty dollars (\$50.00) per year, in addition to the required licensing of each animal.

SECTION 2 : Section 215.060 is hereby amended to read as follows:

SECTION 215.060:IMPOUNDMENT PROCEDURE

- A. The Animal Control Officer, his/her designated agent, or any Law Enforcement Officer, shall take up and impound any animal found in violation of this Chapter.
- B. If within **three (3) business days** from the date any such animal is impounded, the owner of such animal shall appear and claim his/her animal, he/she shall pay to the **Junction City/Geary County Animal Shelter** the sum of twenty dollars (\$20.00) to pay for the cost of impounding, and an additional sum per day for boarding fee at the rate **nine dollars (\$9.00)** for each day such animal is impounded **and an additional sum of ten dollars (\$10.00) to pay the cost of dog vaccine and five dollars (\$5.00) for cat vaccine, if there is no evidence the animal has been vaccinated upon it's arrival to the shelter.**
- C. Upon the payment of such fees and compliance with the licensing provisions of this Chapter, the animal shall be returned to such owner. The Animal Control Officer and the Health Officer shall be authorized to attempt to recover all costs incurred in caring for any animal impounded or held under the provisions of this Chapter. The City Clerk, in consultation with the Animal Control Officer and Health Officer shall effectuate suitable procedures for the collection of fees and issuance of vouchers by the Animal Control Shelter, together with suitable procedures for disbursement of such fees as herein provided.
- D. Any animal impounded under the provisions of this Chapter and not reclaimed by its owner within **three (3) business days** of its impoundment, may be disposed of, **placed for adoption or placed in rescue** at the direction of the **Junction City/Geary County Animal Shelter**

Director or Animal Control Officer.

SECTION 3: Section 215.070 is hereby amended to read as follows:

SECTION 215.070:PROCEDURE ON DISEASED OR SUSPECT ANIMALS

- A. If it shall be determined that any animal confined under the provisions of this Chapter is diseased, and by reason of such disease being transmissible to human beings or, in the case of rabies or ringworm, other animals, the Animal Control Officer or owner shall, upon notice thereof from the Health Officer with veterinary medical consultation, cause such animal to be properly treated by a veterinarian or destroyed; provided, that in the case of rabies exposure of animals, such as a dog, cat or other animal being bitten by a rabid skunk, such dog, cat or other animal may by the Health Officer be caused to be destroyed or confined for a period of not less than six (6) months to the satisfaction of the Municipal Court.
- B. Any animal which bites a person, shall immediately be quarantined at the Junction City/Geary County Animal Shelter or at the owner's, keeper's, or harborer's expense with a doctor of veterinary medicine of the owner's, keeper's, or harborer's choosing, for a period of ten (10) days. The quarantine must be coordinated prior to the responding officer's departure from the scene or the animal shall be taken to the Junction City/Geary County Animal Shelter until alternative arrangements are made with a licensed veterinarian's office for quarantine of the animal. When said animal is quarantined in a private veterinarian's office, the The owner, keeper, or harborer of such animal ~~shall notify the Animal Control Officer of the date and place of confinement, and shall also give notice to the~~ Animal Control Officer when such animal is released. Upon such release, the veterinarian shall mail a certificate showing the condition of the health of the animal to the Animal Control Officer. If the animal is held at the Junction City/Geary County Animal Shelter, the animal shall be examined at the end of the 10 day confinement by a licensed veterinarian. In all such cases of quarantine, the confinement shall be at the owner's, keeper's, or harborer's expense of \$22.00 per day. Any owner, keeper, or harborer of any animal which bites a person who fails to quarantine said animal in accordance with the provisions of this Section, shall, upon conviction thereof, be deemed guilty of a Class A misdemeanor.
- C. Sick or injured animals found or picked up by the Animal Control Officer will be evaluated and/or treated by a licensed veterinarian, who shall be designated by the Junction City/Geary County Animal Shelter Director. Further, the Junction City/Geary County Animal Shelter Director will arrange for a veterinarian to provide responsive treatment for animals maintained at the Junction City/Geary County Animal Shelter during the three (3) business day holding period that become ill or show symptoms of injury. The Junction City/Geary County Animal Shelter Director is hereby authorized to pay for all services rendered by veterinarians under this Section.
- D. Attending veterinarians shall have the authority to humanely destroy any animal evaluated and/or treated under this Section of the Code that has a contagious disease or injury where such humane disposition is in the attending veterinarian's opinion the appropriate veterinary medical action.

- E. The owner of a sick or injured animal taken to a veterinarian by the Animal Control Office is responsible for the payment of charges for veterinarian services related thereto. The owner shall reimburse the City of Junction City for all expenditures the City is required to pay for veterinary services rendered to the owner's animal under this Section.

(Ord. No. G-866 §§1-2, 5-6-97)

SECTION 4. All ordinances and parts thereof that are inconsistent with any provision of this Ordinance are hereby repealed.

SECTION 5. This Ordinance shall be effective upon it's publication once in the *Junction City Daily Union*.

Passed and Adopted by the Governing Body of the City of Junction City, Kansas
this ____ day of _____, 2010.

Mayor

Attest:

Colleen Woodruff
City Clerk

REQUEST FOR DECLARATION OF EMERGENCY

REQUEST OF THE MAYOR OF THE CITY OF JUNCTION CITY, KANSAS FOR THE DECLARATION BY THE CITY COMMISSION OF SAID CITY OF THE EXISTENCE OF A PUBLIC EMERGENCY REQUIRING THE FINAL PASSAGE OF AN ORDINANCE BELOW DESIGNATED.

TO THE MEMBERS OF THE CITY COMMISSION OF THE CITY OF JUNCTION CITY, KANSAS:

I, Mike Rhodes, Mayor of the City of Junction City, Kansas, hereby request that the City Commission declare that a public emergency exists requiring the final adoption and passage on November 16, 2010, the date of its introduction, of **Ordinance G-1085** entitled:

AN ORDINANCE AMENDING SECTION 215.050, TITLED "LICENSING," SECTION 215.060, TITLED "IMPOUNDMENT PROCEDURE," AND SECTION 215.070, TITLED "PROCEDURE ON DISEASED OR SUSPECT ANIMALS"

The general nature of such emergency is to enable the City to implement the complete Ordinance as previously intended.

It is therefore expedient at this time that the City Commission find and declare that a public emergency exists by reason of the foregoing and that the above-entitled ordinance be finally adopted and passed on the day of its introduction.

Executed at Junction City, Kansas on this 16th day of November, 2010.

Mike Rhodes, Mayor

(SEAL)

ATTEST:

Tyler Ficken, City Clerk

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City of Junction City

City Commission

Agenda Memo

November 16, 2010

From: Gerry Vernon, City Manager
To: City Commissioners
Subject: Frontage Road payment request

Objective: Approval of this item will authorize payment of \$4,855.00 to Ron Strauss for road repair/improvements to the frontage road that leads into his property.

Explanation of Issue: Last spring, Mr. Strauss met with City and Veolia staff at the frontage road along I-70 to discuss maintenance issues with the road. Mr. Strauss had plans to repair the road but he was told that the City did not have the funds and that if he proceeded it would be at his own cost. It is noted that Mr. Strauss has a different interpretation of that meeting. Regardless, Mr. Strauss proceeded with the improvements and now is seeking reimbursement for the rock that was hauled in by Jueneman Excavation, Inc.

For this reason plus the exposure to additional liability, the City should refrain from allowing private funds to be spent on public facilities.

Budget Impact: If duly authorized, the unbudgeted expense would possibly come from the Other Services line item in the Engineering budget. This line item is used to pay for professional services and other items.

Alternatives: The Commission can approve, deny, or postpone this request

Recommendation: Staff's recommendation is not to approve payment to Mr. Strauss for repair of the road. Mr. Strauss proceeded with the work that was not authorized, planned, or budgeted. If the Commission authorizes the payment, the City should seek a release of all claims on the road as well as an executed agreement that Mr. Strauss will not perform any future work, repair, or improvements to this public road.

Enclosures: Various information and supporting documents.

November 3, 2010

Request for reimbursement for work done to road that city is responsible to maintain

In the Spring of 2010 I met with Mike Guinn, Ray Ibaria and Steve Hornbrecker at the frontage road along I-70. They agreed that this road was in need of repair but that the City had no funds for repair. At that point I submitted plans to repair the road and proceeded because I had to be able to get to my field. This is the only access and harvest was nearing. I was fortunate that a contractor was going to be doing work on the river banks in that area and had found some gravel that was close and could be bought for less than the rock quarry would charge. The quarry was 8 miles farther and the savings on hauling was substantial.

In a phone conversation with the city manager on November 2, 2010, he indicated that he knew the road was to be maintained by the city, and that from his knowledge of the agreement with KDOT that the City is receiving money to maintain the road but he was not sure how much they receive. The City has been receiving this since 2003 and has only been on this road once for maintenance with one load of gravel and bladeing.

As you know I have tried several times to get this resolved presenting several options to the city to save them money. At this point I am having trouble getting it on the agenda. The City manager says the City Commission is his boss and that they have to tell him what to do but they can't act on this without it being on the agenda. I was wondering if there is some way I can get this on the November 16th agenda so that the commission can lay this to rest.

At this point in time all I would like is to be reimbursed for the expenses that I paid for which is considerably less than if the city would have brought this up to shape with the longer haul and cost of gravel. The amount is \$4855.00. The City could either submit a check to Strauss Farms by Dec 1, 2010 or we could deduct that amount from the rent due the city. You should have a bill showing this but if not I can get you copies of the canceled check. In the future all I ask is that the road be maintained the same way the road from I-70 to the gates of the old landfill is maintained (your down there with the blade already) which is part of the cities agreement with KDOT. This was how KDOT maintained the road before the city took it over. I believe this request is very reasonable.

Thank you for your consideration and please let me know what I can do to get this problem resolved.

Strauss Farms

Ron Strauss
1613 South Spring Valley Rd
Junction City Kansas 66441
785-210-6283

Proposal to bring Frontage road back to the shape it was in when the city took it over in 2003

Strauss Farms would haul or hired hauled gravel that the city has stockpiled after Price Gregory vacate the lot in the Tom Neal Industrial Park. This gravel is at no cost to the city peer there agreement. City would use its motor grader to spread gravel to return road back to where it was in 2003 when they took the road over from KDOT.

In the future the city would have to maintain the road as per there agreement with KDOT.

Strauss Farms would deduct the \$4855.00 that was spent to get the road passable for this summer from its rent due the city Dec1, 2010.

Strauss Farms was on the agenda June1, 2010 under new business, "Item F" for a 5-year agreement with the city where Strauss Farms would rent farm ground in the Kaw Valley Industrial Park and maintain the frontage road. The City pulled the proposal asking that Spirit of 76 make a recommendation.

At the Spirit of 76 meeting on June 10, 2010 there recommendation on a vote of 9-0 to approve the lease agreement with Strauss Farms (see attached minutes)

At this point Strauss Farms knowing that the road had to be fixed before harvest hired Jueneman Excavation (as they were going to be doing work on river bank there anyway and had access to gravel close with a lot less in hauling cost). Bill from Jueneman was for \$4855.00 dated June 20 2010.

Bill was paid by Strauss Farms on July 5, 2010 and cleared Bank on July 13, 2010

The City then decided to let the farm ground out for bid Strauss Farms bid included \$80 acre cash plus to maintain the frontage road which in net dollars was the highest bid.

The City accepted bid from another farmer, therefore we are presenting this proposal to help save the city some money on a road, which the city has to maintain.

Thanks for you consideration



Strauss Farms
Ron Strauss
1613 S Spring Valley Rd
Junction City Kansas 66441
785-210-6283

Gerry Vernon
City Manager



P. O Box 287
Municipal Building
Junction City, KS 66441
(785) 238-3103 ext.300

CITY MANAGER'S OFFICE

Date: October 12, 2010

Ron Strauss
Strauss Farms
1613 S. Spring Valley Road
Junction City, KS 66441

RE: Road repair on Furnace Road

Mr. Strauss,

I have received your bill of \$4,855.00 for road repair that you completed on Furnace Road. The City of Junction City did not request nor did it authorize the work that you completed to the road and therefore is not responsible to pay the bill.

Please be aware that the Kaw Valley Industrial Park Farm lease is an entirely separate issue and the City expects the lease payment in full per the terms of the lease agreement. Please feel free to contact me concerning any questions that you may have concerning the City's stance on this issue.

Sincerely

Gerry Vernon

Bill to City of Junction City

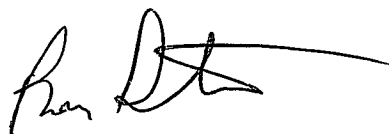
Road repair on Furnace Road by Landfill
done by Sueremaa Excavation, Inc paid for
by Strauss Farms.

\$ 4855.00

Due by Nov 1 2010

If not paid by then we will take
this amount of the rent we owe City.

Strauss Farms
1613 S Spring Valley Rd
Junction City KS 66441





JUENEMAN EXCAVATION, INC

500 E ELM STREET
HANOVER, KS 66945

Date Invoice #
6/20/2010 142

Home: 785-337-2823 E-mail:
Cell: 785-713-1838 gregjueneman@gmail.com

Project

Bill To

Stauss Farms
c/o Ronald Strauss
1905 Spring Valley Rd.
Junction City, Kansas 66441

Terms

Item	Quantity	Description	Rate	Amount
additional work	1	Road Repair	4,855.00	4,855.00

Total \$4,855.00



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STRAUSS FARMS, INC. 1825 SPRINGWALK RD JUNCTION CITY, KS 66441-0864 (785) 326-4780		CENTRAL NATIONAL BANK JUNCTION CITY, KANSAS 66441-0700	14052 7/5/2010
PAY TO THE ORDER OF	Jueneman Excavation, INC	\$ 4,855.10	DOLLARS \$4,855.10
Four Thousand Eight Hundred Fifty Five and 10/100			
JUENEMAN EXCAVATION, INC 501 E ELN STREET HANOVER KS 66445-0000		 AUTHORIZED SIGNATURE	
MEMO			
⑈044052⑈ ⑆10⑆10⑆293⑆ 008200084⑈			

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Agenda

June 1, 2010

City Commission Room, 700 N. Jefferson, Junction City KS 66441

**Mayor Mike Rhodes
Vice Mayor Ken Talley
Commissioner Terry Heldstab
Commissioner Scott Johnson
Commissioner Jack Taylor
City Manager Gerry Vernon
Assistant City Manager Mike Guinn
City Attorney Catherine Logan
City Clerk Tyler Ficken**

1. 7:00 P.M. - CALL TO ORDER

- a. Moment of Silence.
- b. Pledge of Allegiance

2. PUBLIC COMMENT: The Commission requests that comments be limited to a maximum of five minutes for each person.

3. CONSENT AGENDA: All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

- a. Monthly Reports:
 - 1. Police Report
 - 2. Fire Department Report
 - 3. Rolling Meadows
- b. Approval of the **May 18, 2010** City Commission Meeting Minutes.
- c. The consideration and approval of **Appropriation Ordinance A-11-2010** dated May 14 to May 27, 2010 in the amount of \$466,858.16.
- d. The consideration and approval of Payroll #9 and #10 for the month of May 2010.
- e. The consideration and approval of a Special Commission Meeting on June 29, 2010 at 7:00 p.m.

- f. The consideration and approval of R-2612 approval for Mayor to sign documents for sale of 610 W. 14th. (Commission approved sale of property on 5-18-2010)
- g. The consideration and approval of R-2613 approval for Mayor to sign documents for sale of 1402 N. Webster. (Commission approved sale of property on 5-18-2010)
- h. The consideration and approval to waive fees for beer sales in Heritage Park for Sundown Salute.

4. APPOINTMENTS:

- a. The consideration and approval to appoint Lucy Gonzales for the remainder of a two year term to the Health Department Board.

5. CELEBRATIONS:

6. SPECIAL PRESENTATIONS:

- a. A proclamation recognizing that Juneteenth will be celebrated in Junction City on June 11th & 12th this year.

7. PUBLIC HEARINGS:

8. YOUTH COMMISSION COMMENTS:

9. UNFINISHED BUSINESS:

- a. The consideration and approval of Ordinance **G-1068** to revise City Ordinance to make Battery a Class B misdemeanor. **(Final Reading) Chief Brown Presenting**
- b. The consideration and approval of Ordinance **G-1067** to give police the authority to charge someone with obstruction of Official duty if they "hamper" or obstruct the efforts to investigate a traffic infraction. **(Final Reading) Chief Brown Presenting**
- c. The consideration and approval of Ordinance **G-1070** to repeal Article II of chapter 235 Title II of ht noxious weed ordinance. **(Final Reading) Assistant City Manager Guinn Presenting**
- d. The consideration and approval of Ordinance **G-1072** to change the current weed ordinance to allow the blight and codes officials to issue citations to offenders. **(Final Reading) Assistant City Manager Guinn Presenting**

- e. The consideration and **approval of a bid** received for trenching and placement of conduit for street light on commonwealth Avenue. **Assistant City Manager Guinn Presenting**

10. NEW BUSINESS:

- a. The consideration and approval to apply with three other communities for a Regional Fire Department Communication Grant; a \$4,500.00 matching amount is required. **Chief Steinfort Presenting**
- b. The consideration and approval to (1) apply for the **2010 Edward Byrne Memorial Justice Assistance Grant** through the Office of Justice Programs; no matching funds are required. **Chief Brown Presenting**
 - (2) approval of Interlocal agreement.
 - (3) The consideration and approval to set a public hearing date of June 15, 2010.
- c. The consideration and approval to apply for the **2010 COPS Hiring Program** through the Office of Community Oriented Policing Services. **Chief Brown Presenting**
- d. The consideration and approval to sell 326 S. Washington property for renegotiated price of \$20,000.00 to Converse Family Chiropractic. **Assistant City Manager Mike Guinn Presenting**
- e. Consideration and approval to **list the property located at 339 W. 18th (Little Theater building) for sale** and prepare documents for the Mayor's signature. **Assistant City Manager Mike Guinn Presenting**
- f. The consideration and approval for the Mayor to sign a **5 year lease agreement with 5 year options between the City of Junction City and Strauss Farms** for property located on Grant Ave; in return Strauss Farms will maintain at their expense the frontage road leading to their property. **Assistant City Manager Mike Guinn Presenting**
- g. The consideration and approval to **sell property located at 1109 N. Franklin** to Self Help Housing for \$10,000.00; and authorize Mayor to execute necessary documents. **Assistant City Manager Mike Guinn Presenting**
- h. The consideration and approval of proposed amendment to the Municipal Code of the City of Junction City by adding a Duplex Overlay District to the Zoning Regulations for the City of Junction City, Kansas. **David Yearout Presenting**

11. COMMISSIONER COMMENTS:

SPIRIT OF '76, INC.

NOTICE OF MEETING

Thursday,

June 10, 2010

Following EDC Meeting

EDC Conference Room

701 N Jefferson St

To: Board Members

Larry Hicks John Majerus Eldon Hoyle George Marcus Leon Osbourn
Terry Heldstab Alan Bontrager Ty Arneson David Munson Gery Schoenrock

From: Ben Kitchens, President

MINUTES

I. Call the Meeting to Order

Chairman Kitchens called meeting to order at 10:05 a.m. Those absent were Ty Arneson and Larry Hicks.

II. Election of Officers

Leon Osbourn motioned, seconded by David Munson, to retain the same officers as elected during EDC meeting. Motion carried 9-0.

III. Approval of Minutes – Regular meeting May 13, 2010

George Marcus wanted the May 13 minutes amended to reflect Calvin Pottberg stating financials are only as accurate as the information that was presented to him by the board.

John Majerus motioned, seconded by Gery Schoenrock to amend and approve May 13 minutes. Motion carried 9-0.

IV. Financial Reports – May, 2010

Calvin Pottberg reported that there weren't many changes from April's ledger to the May ledger. He did, as the board requested, change the asset 'Strauss blvd' into the Tom Neal Industrial Park, but there was no change in numbers.

Mr. Pottberg also took the time to explain the rental income amounts that were received came from Ventria and Cap Gemini and are monthly payments received. The two recurring out going payments are for the Cap Gemini building and go to University National Bank and Emprise Bank. There are two columns on the financial report one for monthly transactions and the other for YTD.

Gery Schoenrock noticed an asset that was \$13,337.53 and questioned where it originated from. Calvin was not able to answer that question since he did not receive detail for that particular transaction. Alan Bontrager believed it was for stock purchases and John thought it was for possible architecture fees for the incubator building.

The old Bitterman & Button building which is now Ventria carries a long term debt and George Marcus was inquiring about what exactly that consists of. Ben explained there is an escrow account held by GE that processes pay requests from Ventria. It was set up to cover building improvements and equipment purchases. Calvin confirmed and mentioned that in April a \$26,000.00 payment was issued for construction.

V. Update on Spirit owned properties

The assistant City manager, Mike Guinn, advised the board there were two lots on 14th Street owned by Spirit and the City. The City will be reimbursing Spirit for any property taxes paid after the lots sell. Also owned by Spirit are 160 acres on Grant Ave, which includes both sides of Hoover Rd and the land under the New Horizons building. The Kaw Valley Industrial Park is not listed as owned and has to be updated in the finance asset/liability report by Calvin Pottberg. Gery Schoenrock questioned as to who signed the deed releasing it to the City. Ben stated City staff would have to research and find original deeds to determine such and that he will update the board once Stacy finds out.

~~VI. Strauss lease agreement~~

Mike Guinn presented the lease agreement to the board. He stated he thought the property had been deeded to the City but that didn't appear so once the deed was reviewed. This meant the board would have to approve the lease before it could be signed with Mr. Strauss.

Chairman Kitchens asked John and Leon why the land was originally purchased from Mr. Strauss. He was informed that at one point it was supposed to be turned into a heavy industrial area, and that a concrete company had expressed interest. Ben asked Mr. Strauss if he would consider buying the land back. Mr. Strauss said it may become optional in the future but as of right now he wanted to lease the grounds to raise crops. Eldon expressed his concerns as to possibly losing an interested buyer by having the land rented out over a five year term. Mike informed him that in the lease there was a conditional option that would allow the city to break the lease agreement if the land were to become under contract for a sale.

Eldon Hoyle motioned, seconded by David Munson, to approve 5 year lease with option to terminate if property sells. Motion carried 9-0.

VII. Opera House Advisory Report – Ben Kitchens

Ben let the board know that the EDC received the monthly and quarterly audit report for the Opera house. The report is written in such complexity that he decided not to include it until Calvin Pottberg from accounting could give itemized details. Further he reported that administration has cut the number of shows from the previous years 29 to 15 for the upcoming year. The Opera house staff felt confident in being able to predict turn outs and based their decision to reduce shows by such.

City of Junction City

City Commission

Agenda Memo

November 5, 2010

From: Public Works

To: City Commission

Subject: Street Lights on 1400 Block Pearl Drive ~ Resolution R-2630

Objective: Install three (3) 150W High Pressure Sodium (HPS) street lights along the 1400 Block of Pearl Drive.

Explanation of Issue: On 8-12-10 City Staff received a request for street lights to be placed in the 1400 Block of Pearl Drive to help illuminate this street. Upon inspection of this area it was found that no lights have been placed on this street or at the intersection of Pearl Drive and Valley View Drive. It was also noted during this inspection that Pearl Drive is a dead end street. After consulting with Westar Energy it was determined that they can install these lights using the existing overhead wiring system for this area. For vehicular traveling safety, it has been the policy of the City of Junction City to place street lights at intersections, on curves and at the end of cul-de-sacs or dead end streets. In order for the lights to be placed the Commission must approve Resolution R-2630.

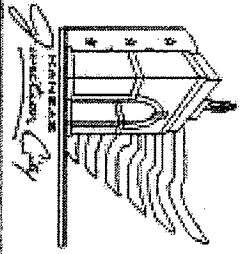
Budget Impact: The costs for the street lights would be approximately \$12.00 per month per light.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve
2. Disapprove
3. Table the request.

Recommendation: Staff recommends that the City Commission approves the street lighting for the 1400 Block of Pearl Drive.

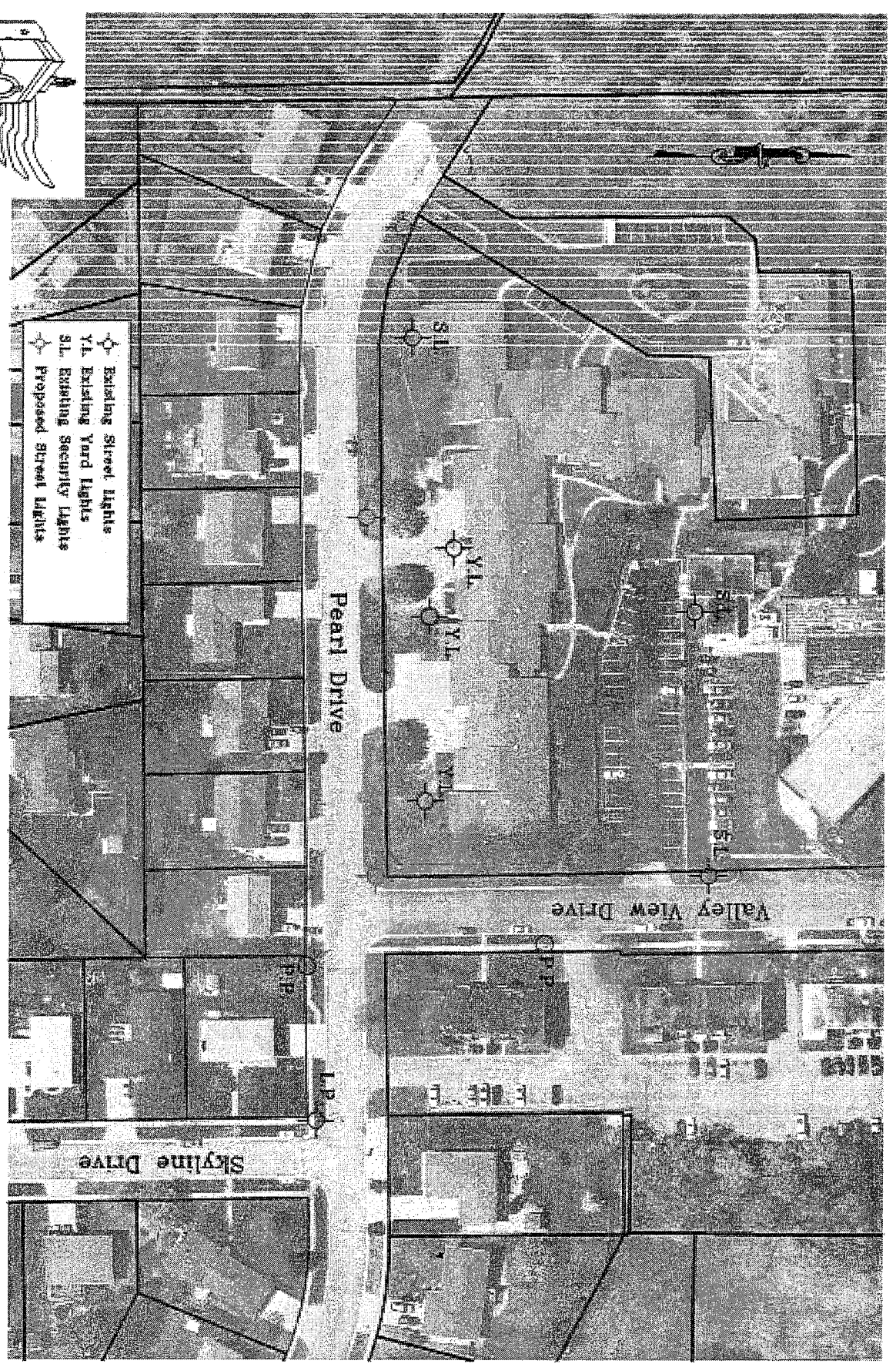
Enclosures: Copy of Resolution R-2630 & Drawing of proposed street light locations



PROPOSED NEW STREET LIGHT LOCATION
CITY OF JUNCTION CITY
1400 BLOCK PEARL DRIVE
AUGUST 10, 2010
P. M. 10:00 AM

CITY OF JUNCTION CITY
AREA LOCATION MAP
DATE: August 2010
OWNER: G. H. MATHIAS
FILE:

Aerial Location Map
Proposed New Street Light Location
1400 Block Pearl Drive
SCALE: 1" = 100'



RESOLUTION NO. R-2630

WHEREAS, The City of Junction City, Kansas, a municipal corporation, has heretofore granted Westar Energy, A Kansas Corporation, a franchise to use the public streets, alleys, and thoroughfares in the said City for the purpose of supplying electricity to the City of Junction City, Kansas, and the inhabitants thereof, being Ordinance No. G-529, and

Whereas, the said Company is furnishing street lighting service in the City of Junction City, Kansas, and it is the desire of the said City that certain changes and/or extensions be made in the existing street lighting system:

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

Section 1. That the City of Junction City, Kansas, request and authorize Westar Energy to make the following changes and/or additions to the existing street lighting system in the said City:

INSTALL THREE (3) STREET LIGHTS FOR THE PURPOSE OF LIGHTING THE AREA OF THE 1400 BLOCK PEARL DRIVE.

Section 2. That the City of Junction City, Kansas, pay Westar Energy/Kansas Gas Service for the street lighting service and installation charges resulting from the additions or changes described above at prices and terms and conditions set forth in the Company's rate schedule SL, now on file with the State Corporation Commission or other regulatory body having jurisdiction over the rates charged by Company. The prices applicable to the service covered by this resolution and named in said schedule are as follows:

INSTALL THREE (3) STANDARD 40' WOODEN POLES & THREE (3) 150 WATT HPS LAMPS @ \$12.00 PER MONTH EACH.

Passed and approved this _____ day of _____, 2010 by the governing body of the City of Junction City, Kansas.

ATTEST:

Mike Rhodes, Mayor

Tyler Ficken, City Clerk

8h

City of Junction City

City Commission

Agenda Memo

November 16, 2010

From: Gerry Vernon, City Manager
To: City Commissioners
Subject: Fireworks Sales

Objective: Approval of this ordinance amendment will allow for the sale of fireworks within the corporate city limits of Junction City as controlled by the Fire Chief and regulated by Kansas Statutes.

Explanation of Issue: During the deliberation of the 2011 budget hearings, staff presented several avenues to enhance general fund revenues. One of the avenues was to allow for fireworks sales in the city to increase sales tax revenues. Additionally, staff is recommending a \$1,500.00 permit fee for each vendor that chooses to sell within the City. That fee is to ensure the proper regulation and inspection by the Fire Department.

Katie Logan, Chief Steinfort, Chief Brown, David Yearout, and I have collaborated to produce the ordinance for your consideration.

Budget Impact: Staff estimates that at least four permits will be requested for a positive impact on the budget of \$6,000.00. Additional sales tax increases would be positive but difficult to estimate.

Alternatives: The Commission could approve, deny, or postpone the item

Recommendation: Staff's recommendation is to approve the ordinance amendment

Enclosures: Ordinance

ORDINANCE NO. G-1086

AN ORDINANCE RELATING TO THE SALE OF FIREWORKS BY AMENDING TITLE II, PUBLIC HEALTH AND WELFARE, CHAPTER 210, FIRE PREVENTION, ARTICLE IV, FIREWORKS, AND TITLE VI, BUSINESS AND OCCUPATION, CHAPTER 655, SPECIAL EVENTS, OF THE CODE OF ORDINANCES OF THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the governing body of the City of Junction City, Kansas, has determined it is the interests of the City to modify the restrictions on the sale of fireworks within the corporate limits of the City of Junction City, Kansas; and,

WHEREAS, the governing body has directed staff to evaluate the method that best manages the temporary sales locations for such fireworks sales operations.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS, that:

Section 1. Chapter 210 of Title II the Code of Ordinances of the City of Junction City, Kansas is amended by deleting the existing Section 210.230 and the existing Section 210.270 and substituting therefor the following new Section 210.230 to read as follows:

210.230 SALE, STORAGE OR DISCHARGE OF FIREWORKS

- A. Fireworks. Except as hereinafter provided, it is unlawful for any person or entity to sell, store or discharge fireworks within the city limits of Junction City, Kansas. The term "fireworks" as used in the Code of Ordinances of the City of Junction City shall have the definition set forth in the regulations of the Fire Marshal of the State of Kansas.
- B. Sale and Storage. Fireworks may be sold and stored pursuant to rules and regulations established by the Chief of the Junction City Fire Department ("Fire Chief"), and subject to the obtaining the Special Event Permit from the Fire Chief as provided in Chapter 655 of the Code of Ordinances of the City of Junction City, Kansas.
- C. Discharge. Discharge of fireworks shall be permitted as follows:
 - 1. Fireworks that are legal to be sold within the City of Junction City, Kansas, may be discharged within the City limits of Junction City during the following times: from and including June twenty-seventh (27th) to and including July fifth (5th). On all weekdays during this period, except July fourth (4th), discharge of permitted fireworks is permitted from 8:00 a.m. to 10:00 p.m. only. On all weekend days during this period and on July fourth (4th), discharge of permitted fireworks is permitted from 8:00 a.m. to Midnight only.
 - 2. This Section does not apply to Heritage Park or any place within three hundred (300) feet of Heritage Park in any direction during the entire period of time of the "Sundown Salute" celebration, at which location and time no fireworks discharge is permitted. All other provisions of this Article IV shall remain in force and effect.

Section 2. Chapter 655 of Title IV the Code of Ordinances of the City of Junction City, Kansas is amended as follows:

- A. Section 655.020, Special Event Defined, paragraph 4, Type 4., is amended by deleting the existing paragraph and substituting therefore a new paragraph 4 to read as follows:

4. *Type 4.* Commercial activities intended to sell, lease, rent or promote specific merchandise, services or product lines, such as a tent sale, trade show, farmers' market, Christmas tree sales, fireworks sales or product demonstration.

- B. Section 655.040, Special Events Subject to an Administrative Permit, paragraph 2, is amended by deleting the existing paragraph and substituting therefore a new paragraph 2 to read as follows:

2. Special events meeting the Type 3 or Type 4 definition, and Type 1 events not meeting the standards of Section 655.030, may be permitted administratively by the Code Administrator subject to the prior review and approval of special arrangements for traffic and crowd control by the Police Chief, Fire Chief and City Engineer; provided, however, a Type 4 Special Event for the sale of fireworks may be approved only by the Fire Chief, subject to prior review and approval by other affected City departments and agencies. No administrative permit approved by the Code Administrator shall be issued unless all of the following performance standards are met:

- a. An application is made and a fee paid in accordance with Section 655.060.
- b. The special event will not cause undue traffic congestion or accident potential given anticipated attendance and the design of adjacent streets, intersections and traffic controls.
- c. The activity shall not cause the overcrowding of parking facilities given anticipated attendance and the possible reduction in the number of available spaces caused by the event itself.
- d. The special event shall not endanger the public health, safety or welfare given the nature of the activity, its location on the site, and its relationship to parking and access points.
- e. The special event shall not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter or visual pollution.
- f. Any structure used in conjunction with the special event shall meet all sight distance requirements, shall be the subject of a valid zoning certificate, and shall be promptly removed upon the cessation of the event.
- g. The special event shall be conducted on private property where the property owner has granted the appropriate permission.

- h. The duration and hours of operation of the special event shall be consistent with the intent of the event and the surrounding land uses, but in no case shall the duration exceed ten (10) days.

No administrative permit approved by the Fire Chief for fireworks sales shall be issued unless all of the following performance standards are met:

- a. All applications for a permit to sell fireworks shall be submitted to the Fire Chief at least ten (10) days prior to the granting of such permit. No permits shall be granted prior to June 1st of the year in which fireworks will be sold pursuant to such permit. The sale of fireworks shall be permitted only during the times fireworks are allowed to be discharged as provided in Section 210.230 of this Code. The Special Event permit shall be posted on the site for the duration of the event authorized.
- b. Approval of the location upon which fireworks are to be stored and/or sold shall be made by the Fire Chief on any property except those zoned residentially; provided, however, that no such location shall be within seventy-five (75) feet of another location measured structure to structure and; provided further that, each such location upon which fireworks are to be sold shall provide for the public not less than one off-street parking stall per one hundred (100) square feet of sales structure floor area and adequate ingress and egress aisles. Fireworks shall not be stored or sold within fifty (50) feet of any source of flame, sparks or flammable or volatile liquids in excess of one gallon, except in stores where cleaners, paints and oils are handled in sealed containers only. A description of each location shall be provided to and approved by the Fire Chief of the City of Junction City, Kansas, prior to the issuance of a permit. Each vendor shall also furnish without cost to the city such flag-person and attendants as are necessary to insure the orderly parking of vehicles around each sale site, and shall in no way interfere with the normal flow of traffic on public roads. No vendor shall allow parking on public right-of-way around any site.
- c. Approval of all safety precautions and equipment at each sales site shall be provided by the Fire Chief; such precautions to include fire extinguishers and such other equipment as required by applicable state laws and regulations.
- d. Each vendor shall at all times indemnify and hold harmless the City of Junction City, Kansas, its officials, agents and employees from and against any and all claims, actions, damages, liability and expense including, but not limited to attorneys' and other professional fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the storage, sale, discharge and/or transportation of fireworks by such vendor and vendor's customers, employees, contractors and agents.
- e. All fireworks stored or sold shall be of the type allowed by applicable state laws and regulations.

- f. All permits to sell fireworks issued pursuant to this section shall be in writing, shall contain thereon such restrictions as may have been imposed by the Fire Chief and shall be permanently displayed at each location upon which the fireworks are to be sold. Each permit so issued shall be valid through July sixth (6th) of the year in which it is issued.
- C. Section 655.060, Application and Fee, is amended by deleting the existing Section 655.060 and substituting therefore a new Section 655.060 to read as follows:

SECTION 655.060: APPLICATION AND FEE

- A. No special event permit shall be issued until an application has been submitted to the Code Administrator or Fire Chief and the appropriate fee paid. The application shall be made on forms provided by the Code Administrator or Fire Chief and shall be accompanied by the following items as applicable:
 - 1. A letter from the applicant describing the proposed event, the hours of operation, the duration of the event, anticipated attendance, and any structures, signs or attention-attracting devices used in conjunction with the event.
 - 2. A sketch plan showing the location of the proposed activities, structures and signs in relation to existing buildings, parking areas, streets and property lines.
 - 3. A letter from the property owner or manager, if different from the applicant, agreeing to the special event.
- B. Each application for a special event permit shall be accompanied by an application fee, except that such fee shall be waived for any applicant registered with the State of Kansas as a non-profit organization. The fees shall be as established by the Governing Body by separate resolution; except that fees for the sale of fireworks to be approved by the Fire Chief shall be as follows:
 - 1. A permit fee in the amount of one thousand five hundred dollars (\$1,500.00) per sales site, payable to the City, shall be paid with the application for a permit.
 - 2. Each vendor shall obtain a policy of general comprehensive liability insurance for a minimum coverage of five hundred thousand dollars (\$500,000.00) per occurrence, with the City of Junction City, Kansas, named as an additional insured; and shall provide the City with a copy of the certificate of such insurance. Such policy or policies shall not be cancelable by vendor upon less than thirty (30) days' notice.
 - 3. Each vendor shall obtain a policy of product liability insurance for a minimum coverage of five hundred thousand dollars (\$500,000.00) per occurrence for products sold and/or stored within the City by the vendor, and shall provide the City with a copy of the certificate of such insurance. Such policy or policies shall not be cancelable by vendor upon less than thirty (30) days' notice.

C. The special event permit shall be posted on the site for the duration of the event.

Section 4. All ordinances and parts thereof that are inconsistent with any provision of this Ordinance are hereby repealed.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval and publication in the official City newspaper, all as provided by law.

PASSED AND ADOPTED by the Governing Body of the City of Junction City, Kansas, this _____ day of December, 2010.

(Seal)

Mike Rhodes, Mayor

ATTEST

Tyler Ficken, City Clerk

City of Junction City

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City Commission

Agenda Memo

November 8, 2010

From: David L. Yearout, AICP, Director of Planning and Zoning
To: City Commission & Gerry Vernon, City Manager
Subject: Text Amendment to the Junction City Zoning Regulations (G-1083 attached)

Issue: Consideration of ordinance (**G-1083**) adopting recommendation of Junction City/Geary County Metropolitan Planning Commission (MPC) to amend the Junction City Zoning Regulations.

Explanation of Issue: The Metropolitan Planning Commission held a public hearing on October 14, 2010, to consider amending the Junction City Zoning Regulations concerning the definition of "family day care homes" within the City. This amendment was initiated by the MPC and staff in response to changes in the state rules and regulations. The MPC has unanimously recommended the amendment be approved.

Alternatives: In accordance with K.S.A. 12-757, the City Commission has the following alternatives for text amendments on first appearance:

1. To accept the recommendation of the MPC and approve the first reading of the Ordinance.
2. Modify the recommendation of the Planning Commission by a 2/3 majority vote and approve the first reading of the Ordinance as so modified.
3. Return the recommendation to the Planning Commission for further consideration, specifying the items, concerns or issues with said recommendation.
4. Disapprove the recommendation of the Planning Commission by a 2/3 majority vote and not accept the text amendments.

Staff Recommendation: Accept the recommendation of the MPC and approve the first reading of the Ordinance.

Suggested Motion:

Commissioner _____ moved that the recommendation of the Planning Commission be accepted and that Ordinance No. G-1063, an ordinance amending the Zoning Regulations of Junction City, Kansas, be approved on first reading.

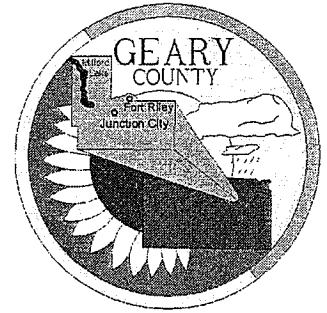
Commissioner _____ seconded the motion.

Enclosures:

Staff Report
Ordinance G-1083



**JUNCTION CITY/GEARY COUNTY
METROPOLITAN PLANNING COMMISSION
BOARD OF ZONING APPEALS**



STAFF REPORT

October 12, 2010

TO: Metropolitan Planning Commission / Board of Zoning Appeals

FM: David L. Yearout, AICP, Director of Planning and Zoning

SUBJECT: TA-10-01-10 – Day Care Provisions in City and County Zoning Regulations

Background: At the direction of the Metropolitan Planning Commission, staff published for a public hearing at the October, 2010, meeting for consideration of amendments to both the City and County Zoning Regulations concerning the manner in which day care operations are addressed. This was the result of changes in state law concerning the elimination of the “registered family day care home” and require that all home-based day care facilities be “licensed.” The changes in the state law became effective on July 1, 2010, and KDHE has been automatically changing all day care homes to the “licensed” category as the annual renewals have been processed. By the terms of this classification changes, every day care home in Junction City and Geary County would be required to go through the Conditional Use Permit process, regardless of whether the operators intend to increase the number of children cared for up to the limit of 10.

As you will recall, amendments were made to the City and County regulations at the beginning of this year in order to resolve the conflict between the “registered” designation allowed by right in the Zoning Regulations and the requirements of the military to have all day care facilities off post be licensed by the State. That system was working and, save for some administrative “bugs” to work out, was dealing with the issues within the City and County. The changes in State law has resulted in the need to change again.

Staff is recommending we simply modify the language in the changes made earlier this year to establish the “family day care home” category that will be limited to no more than 6 children regardless of the fact the facility may have a license from the State of Kansas. We will require that acknowledgement on the application required for “certification” under the Day Care Inspection Code for both the City and County, which will allow these facilities to remain in compliance with the provisions of the Zoning Regulations for the City and County. We will also make changes to the Day Care Inspection Codes for the City and County to match the language within this text change to the Zoning Regulations.

Zoning Regulation Amendments

The following is the proposed language to be inserted into both the City and County Zoning Regulations at the appropriate places. The language will cover definitions, zoning requirements, and performance standards under the zoning provisions.

The following definitions are proposed for the City and County Zoning Regulations as replacements of all definitions:

Definitions:

FAMILY DAY CARE HOME: A Licensed Day Care Home, as defined in K.A.R. 28-4-113, and amendments thereto, maintained for the purpose of providing children with food or lodging, or both, away from such children's home or homes, for less than 24 hours a day, but which shall comply with the following:

1. Not more than six of the children cared for at such place are less than 16 years of age; and
2. Not more than three of the children cared for at such place are less than 18 months of age.

Any child of a person maintaining a Family Day Care Home shall count toward the limitations of the number of children permitted if such child is less than 12 years of age and is cared for at such place. A person shall not be considered to be maintaining a family day care home if only children who are related by blood, marriage or legal adoption to such person are cared for.

Inspection Requirements

As previously stated, the Day Care Inspection Codes will be amended in order to make the same definition change to those Codes so they conform to the Zoning Regulations.

Staff Recommendation: Staff recommends the MPC recommend approval of these amendments to the Junction City and Geary County Zoning Regulations.

SAMPLE MOTION:

I move that the proposed amendments to the Junction City and Geary County Zoning Regulations establishing a Family Day Care Home category to allow these facilities to be permitted in accordance with the existing requirements of the Zoning Regulations for Junction City and Geary County be recommended for adoption by the City Commission of the City of Junction City and the Board of County Commissioners of Geary County.

ORDINANCE NO. G-1083

AN ORDINANCE AMENDING TITLE IV. LAND USE, CHAPTER 400: ZONING – GENERAL PROVISIONS, ARTICLE I, TITLE- INTENT AND PURPOSE - DEFINITIONS, SECTION 400.030, DEFINITIONS, OF THE MUNICIPAL CODE OF THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the Junction City – Geary County Metropolitan Planning Commission did on October 14, 2010, conduct a public hearing on the proposed amendment to the Junction City Zoning Regulations pertaining to amending the definitions section of said Zoning Regulations regarding Family Day Care Homes; and,

WHEREAS, this City Commission has reviewed the record of said Metropolitan Planning Commission meeting and thoroughly discussed the recommendation made therein.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

Section 1. Section 400.030, DEFINITIONS, is hereby amended by deleting the terms “FAMILY DAY CARE HOME”, and by adding the definitions of the following terms:

FAMILY DAY CARE HOME: A Licensed Day Care Home, as defined in K.A.R. 28-4-113, and amendments thereto, maintained for the purpose of providing children with food or lodging, or both, away from such children's home or homes, for less than 24 hours a day, but which shall comply with the following:

1. Not more than six of the children cared for at such place are less than 16 years of age; and
2. Not more than three of the children cared for at such place are less than 18 months of age.

Any child of a person maintaining a Family Day Care Home shall count toward the limitations of the number of children permitted if such child is less than 12 years of age and is cared for at such place. A person shall not be considered to be maintaining a family day care home if only children who are related by blood, marriage or legal adoption to such person are cared for.

Section 2. This Ordinance shall be in full force and effect from and after its publication once in the Junction City Daily Union.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2010.

MIKE RHODES, MAYOR

ATTEST:

TYLER FICKEN, CITY CLERK

City of Junction City

City Commission

Agenda Memo

January 27, 2010

From: David L. Yearout, AICP, Director of Planning and Zoning

To: City Commission & Gerry Vernon, City Manager

Subject: Amendment to Chapter 585, Day Care Inspection Code of the Junction City Municipal Code (G-1084 attached)

Issue: Consideration of ordinance (**G-1084**) amending the Title V, Building and Construction, Chapter 585, Day Care Inspection Code of the Municipal Code of the City of Junction City by amending the definition of "Family Day Care Home."

Explanation of Issue: In conjunction with the text amendment to the Zoning Regulations, staff has prepared an amendment to the Day Care Inspection Code of the City of Junction City. The Metropolitan Planning Commission included discussion of this matter during the public hearing on October 14, 2010, concerning the amendments the Junction City Zoning Regulations. The primary action is to amend the definition of a "family day care home" so that category of operation will remain. The MPC recommended this amendment be approved in conjunction with the text amendments to the Zoning Regulations.

Alternatives:

1. Approve the first reading of the Ordinance.
2. Modify and approve the first reading of the Ordinance as so modified.
3. Disapprove the Ordinance.

Staff Recommendation: Approve the first reading of the Ordinance.

Suggested Motion:

Commissioner _____ moved that the Ordinance No. G-1084, an ordinance amending the Municipal Code of Junction City, Kansas, by amending Chapter 585, the Day Care Inspection Code by changing a definition of Family Day Care Home on first reading.

Commissioner _____ seconded the motion.

Enclosures:

Staff Report
Ordinance G-1084

ORDINANCE NO. G-1084

AN ORDINANCE AMENDING TITLE V, BUILDING AND CONSTRUCTION, CHAPTER 585, DAY CARE INSPECTION CODE, OF THE MUNICIPAL CODE OF THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the City Commission has established a Day Care Inspection Code for the City of Junction City, Kansas; and,

WHEREAS, a change in definitions has been necessitated due to changes in the State Statutes concerning Day Care operations.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

Section 1. TITLE V, BUILDING AND CONSTRUCTION, Chapter 585, Day Care Inspection Code of the Municipal Code of the City of Junction City, Kansas, is hereby amended by deleting the existing definition of "Family Day Care Home" and replacing is with the definition as follows:

Section 585.010: Definitions.

A. "Family Day Care Home" means a Licensed Day Care Home, as defined in K.A.R. 28-4-113, and amendments thereto, maintained for the purpose of providing children with food or lodging, or both, away from such children's home or homes, for less than 24 hours a day, but which shall comply with the following:

1. Not more than six of the children cared for at such place are less than 16 years of age; and
2. Not more than three of the children cared for at such place are less than 18 months of age.

Any child of a person maintaining a Family Day Care Home shall count toward the limitations of the number of children permitted if such child is less than 12 years of age and is cared for at such place. A person shall not be considered to be maintaining a family day care home if only children who are related by blood, marriage or legal adoption to such person are cared for.

Section 2. This Ordinance shall be in full force and effect from and after its publication once in the Junction City Daily Union.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2010.

TERRY HELDSTAB, MAYOR

ATTEST:

TYLER FICKEN, CITY CLERK

City of Junction City

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City Commission

Agenda Memo

November 8, 2010

From: David L. Yearout, AICP, Director of Planning and Zoning

To: City Commission & Gerry Vernon, City Manager

Subject: Case No. Z-10-01-10 – Rezoning of 107 South Franklin Street (“RM” Multiple-Family Residential to “CSR” Service Commercial Restricted) – Auto Craft, Inc., Contract Buyer (S-3088)

Issue: Consideration of request to rezone the property at 107 South Franklin Street filed by Gary Junghans, owner, and Auto Craft, Inc., contract buyer.

Explanation of Issue: The Metropolitan Planning Commission held a public hearing on October 14, 2010, to consider the petition of Gary Junghans, owner, and Auto Craft, Inc., contract buyer, to rezone the property at 107 South Franklin Street from “RM” Multiple-Family Residential to “CSR” Service Commercial Restricted. The purpose of the rezoning is to make the zoning consistent with the balance of the property being acquired by Auto Craft, Inc. This property will remain in residential use for some time, but ultimately will convert to commercial uses. By unanimous vote, the MPC has recommended the rezoning be granted.

Alternatives: In accordance with K.S.A. 12-757, the City Commission has the following alternatives for a rezoning application on first appearance:

1. To accept the recommendation of the MPC and approve the Ordinance, thereby rezoning the property.
2. Modify the recommendation of the Planning Commission by a 2/3 majority vote and approve the Ordinance as so modified, thereby rezoning the property subject to said changes.
3. Return the recommendation to the Planning Commission for further consideration, specifying the items, concerns or issues with said recommendation.
4. Disapprove the recommendation of the Planning Commission by a 2/3 majority vote and not rezone the property.

Staff Recommendation: Accept the recommendation of the MPC and approve the Ordinance, thereby rezoning the property.

Suggested Motion:

Commissioner _____ moved that the recommendation of the Planning Commission be accepted and that Ordinance No. S-3088, an ordinance rezoning property at 107 South Franklin Street, more particularly described as Lots 6 and 7, Block A; Schnell's Addition to Junction City, Geary County, Kansas, from “RM” Multiple-Family Residential to “CSR” Service Commercial Restricted be approved on first reading.

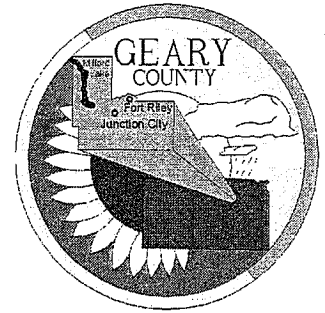
Commissioner _____ seconded the motion.

Enclosures:

MPC Minutes of October 14, 2010
Staff Report
Ordinance S-3088



**JUNCTION CITY/GEARY COUNTY
METROPOLITAN PLANNING COMMISSION
BOARD OF ZONING APPEALS**



STAFF REPORT

October 12, 2010

TO: Metropolitan Planning Commission / Board of Zoning Appeals

FM: David L. Yearout, AICP, Director of Planning and Zoning

SUBJECT: Z-10-01-10 – Request of Ed Roberts, agent, and Auto Craft, Inc./Phil Turner, contract buyer, on behalf of G. L. Real Estate Ventures, owner, to rezone property at 107 South Franklin Street from “RM” Multiple Family Residential to “CSR” Service Commercial Restricted.

This is the request of Ed Roberts, agent, and Auto Craft, Inc./Phil Turner, contract buyer, on behalf of G. L. Real Estate Ventures, owner, to rezone property at 107 South Franklin Street from “RM” Multiple Family Residential to “CSR” Service Commercial Restricted. This is the property immediately west of the properties that were rezoned earlier this year to allow the establishment of the Auto Craft facility on East Chestnut Street. This property is being acquired so Auto Craft can own all the property fronting on Chestnut Street. The applicant has indicated the usage may remain residential for some time, but if the business is successful this will allow expansion at the same location.

Staff believes this is a reasonable zoning classification for this property. Chestnut Street in becoming much more commercial in nature and should be encouraged to continue to develop in that manner. Additionally, this brings all the adjoining property on Chestnut into the same zoning classification, which should provide a higher quality of redevelopment for the area.

Staff Recommendation: Staff recommends the request of Ed Roberts, agent, and Auto Craft, Inc./Phil Turner, contract buyer, on behalf of G. L. Real Estate Ventures, owner, to rezone property at 107 South Franklin Street from “RM” Multiple Family Residential to “CSR” Service Commercial Restricted be recommended for approval.

Suggested Motion:

I move that Case No. Z-10-01-10, concerning the request of Ed Roberts, agent, and Auto Craft, Inc./Phil Turner, contract buyer, on behalf of G. L. Real Estate Ventures, owner, to rezone property at 107 South Franklin Street from “RM” Multiple Family Residential to “CSR” Service Commercial Restricted be recommended for approval by the City Commission based on the reasoning stated in the staff report and as presented at this public hearing.

ORDINANCE NO. S-3088

AN ORDINANCE RELATING TO PROPERTY LOCATED AT 107 SOUTH FRANKLIN STREET AND MORE PARTICULARLY DESCRIBED AS LOTS SIX (6) AND SEVEN (7), BLOCK A (A), SCHNELL'S ADDITION TO JUNCTION CITY, KANSAS, REZONING SAID PROPERTY FROM MULTIPLE-FAMILY RESIDENTIAL (RM) DISTRICT TO SERVICE COMMERCIAL RESTRICTED (CSR), ALL WITHIN THE CORPORATE LIMITS OF THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, application has been made by the owner, through the contract buyer, to rezone certain property within the City of Junction City, Kansas; and,

WHEREAS, proper notice has been given by publication of legal notice and by mailed notice to surrounding property owner in conformance with K.S.A. 12-757; and,

WHEREAS, the Junction City/Geary County Metropolitan Planning Commission held a public hearing on the application and, by a majority vote of members present, recommended the property in question be rezoned;

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

Section 1. That the property, situated at 107 South Franklin Street within the City of Junction City, Geary County, Kansas, and described as follows:

DESCRIPTION:

LOTS SIX (6) AND SEVEN (7), BLOCK A (A), SCHNELL'S ADDITION TO JUNCTION CITY, KANSAS.

be, and the same is, hereby ordered rezoned from its present classification of Multiple-Family Residential (RM) to Service Commercial Restricted (CSR) as provided in K.S.A. 12-757.

Section 2. The Zoning Administrator of the City of Junction City, Kansas is hereby ordered and directed to cause said designation to be made on the Official Zoning Map of said City in his custody and to show the property herein described to be zoned as Service Commercial Restricted (CSR).

Section 3. This Ordinance shall be in full force and effect from and after its publication once in the Junction City Daily Union.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2010.

MICHAEL RHODES, MAYOR

ATTEST:

TYLER FICKEN, CITY CLERK

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City of Junction City

City Commission

Agenda Memo

November 8, 2010

From: David L. Yearout, AICP, Director of Planning and Zoning
To: City Commission & Gerry Vernon, City Manager
Subject: Final Plat – Sampson's 2nd Addition

Issue: Consideration of approval of the Final Plat of the Sampson's 2nd Addition, a replat of a portion of Sampson's Addition and concerning property on the north side of Chestnut Street and west of East Street.

Explanation of Issue: This is the request of Kaw Valley Engineering, agent, on behalf of James D. and Diane E. Sampson, owners, for the replat of a portion of Sampson's Addition at the northwest corner of Chestnut Street and East Street. The property is zoned to "CCS" Central Commercial Special District and is being used for the development of commercial properties. According to the agent, there are two restaurant sites being established by this replat.

The Metropolitan Planning Commission first considered this request at its September 9, 2010, meeting and continued the case until written documentation could be obtained concerning the proposed cross lot agreement with the property to the north. At its regular meeting on October 14, 2010, the MPC, by unanimous vote of the members present, approved the Final Plat of the Sampson's 2nd Addition to the City of Junction City, Kansas. Copies of the staff reports are attached.

Alternatives: In accordance with K.S.A. 12-752, for the Final Plat to be approved for recording with the Register of Deeds the City Commission must approve the plat, thereby accepting the dedications granted thereon.

Staff Recommendation: Approve the Final Plat and authorize the Mayor and City Clerk to sign accordingly.

Suggested Motion:

Commissioner _____ moved that the Final Plat of the Sampson's 2nd Addition to the City of Junction City, Geary County, Kansas, be approved, the Mayor and City Clerk be authorized to sign the plat accepting the dedications thereon.

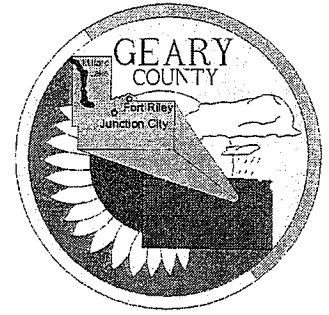
Commissioner _____ seconded the motion.

Enclosures:

Copy of Minutes of the September 9, 2010, and October 14, 2010, MPC Meetings
Copies of Staff Reports
Copy of Final Plat approved by MPC



**JUNCTION CITY/GEARY COUNTY
METROPOLITAN PLANNING COMMISSION
BOARD OF ZONING APPEALS**



STAFF REPORT

September 1, 2010

TO: Metropolitan Planning Commission / Board of Zoning Appeals

FM: David L. Yearout, AICP, Director of Planning and Zoning

SUBJECT: FP-09-01-10 – Request of Kaw Valley Engineering, agent, on behalf of James D. Sampson, owner, for the replat of Lot 2, Block 1, Sampson Addition.

This is the request of Kaw Valley Engineering, agent, on behalf of James D. Sampson, owner, for the approval of the proposed plat of Sampson 2nd Addition, a replat of Lot 2, Block 1, Sampson Addition, Junction City, Kansas. This is the property at the northwest corner of Chestnut Street and East Street and embodies the land occupied by the new Freddie's Frozen Custard. The proposed replat takes one lot and makes three. According to the agent, the intention is to create two new lots for the development of two additional restaurants at this location. Plans are already being prepared for the first restaurant and the second one is anticipated very soon.

There are a number of minor modifications that need to be made to the platting document as originally submitted. These have been reported to Kaw Valley Engineering as of the date of this staff report and we have been advised the changes will be made. These may or may not be on the copy attached to this staff report, but the revised version will be provided no later than the date of the meeting.

The minor modifications are as follows:

1. Remove the signature block for the Board of County Commissioners. This plat will only require approval by the City Commission.
2. Move the printed names for the Chairman and Secretary of the Metropolitan Planning Commission under the signature lines.
3. Show the access controls for the Chestnut Street and East Street frontage obtained by the acquisition of right-of-way for these streets and the roundabout. Also, show access point onto East Street. While not a requirement of the Regulations, staff believes this is a better approach to resolving traffic flow issues before building permits are in play.

There is a more serious issue that needs to be addressed as part of the consideration of this plat. It appears when one looks at the larger pattern of development that Hammonds Drive, which goes north of Chestnut Street west of this property, was intended to extend on to East Street at some point in time. This portion of Hammonds Drive was platted as part of Peterson Addition in 2005, while the land immediately north of Sampson Addition is the Matlock-Johnson Addition approved in 1996. Also, Cottey Lane, which extends north from Chestnut Street west of the Arby's Restaurant, was created as part of the original Sampson Addition in 2004, which staff presumes anticipated the extension of Hammonds Drive as well.

There should be some discussion regarding the alignment of that road extension, if it is still anticipated it will occur, and whether any right-of-way on the north side of this plat should be dedicated for that road extension. The Holiday Inn Express has a drive that might serve as part of that roadway alignment, but there may be the need for additional right-of-way if the extension of the Hammonds Drive all the way to East Street is to occur. Now is the only time to make that decision without incurring significant potential costs to the public in the future.

At the time the Freddie's Frozen Custard building permit was approved in the fall of 2009 a requirement was the extension of the water line from the north end of Cottey Lane to East Street. Staff feels an acknowledgement of that improvement should be placed on the record, which would be a requirement of a preliminary plat. The same acknowledgement regarding access to existing sanitary sewer lines should also be placed on the record.

As noted earlier, this platting is to provide additional lots for commercial development on Chestnut Street and East Street. The lots created by this plat comply with all requirements of the Zoning Regulations regarding size. Any issue with parking, signage and other needs will be addressed through the building permit process.

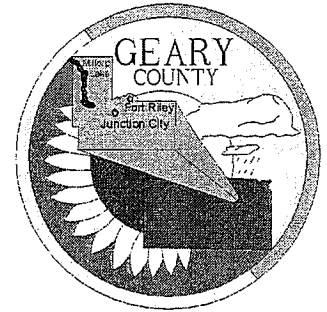
Staff Recommendation: Provided the concerns addressed above have been addressed to the satisfaction of the MPC, staff recommends the Final Plat of Sampson 2nd Addition, a replat of Lot 2, Block 1, Sampson Addition, be approved, subject to clarifications as outlined in this staff report; and the Chairman and Secretary be authorized to sign the plat and it be forwarded to the City Commission for final approval.

Suggested Motion:

I move that Case No. FP-09-01-10, the application of Kaw Valley Engineering, agent, on behalf of James D. Sampson, owner, requesting approval of Sampson 2nd Addition, a replat of Lot 2, Block 1, Sampson Addition, Junction City, Kansas, be approved, subject to all corrections recommended by the staff, and the Chairman and Secretary be authorized to sign the plat and forward it to the City Commission for final approval.



**JUNCTION CITY/GEARY COUNTY
METROPOLITAN PLANNING COMMISSION
BOARD OF ZONING APPEALS**



STAFF REPORT

October 12, 2010

TO: Metropolitan Planning Commission / Board of Zoning Appeals

FM: David L. Yearout, AICP, Director of Planning and Zoning

SUBJECT: FP-09-01-10 – Request of Kaw Valley Engineering, agent, on behalf of James D. Sampson, owner, for the replat of Lot 2, Block 1, Sampson Addition.

This is the request of Kaw Valley Engineering, agent, on behalf of James D. Sampson, owner, for the approval of the proposed plat of Sampson 2nd Addition, a replat of Lot 2, Block 1, Sampson Addition, Junction City, Kansas. This is the property at the northwest corner of Chestnut Street and East Street and embodies the land occupied by the new Freddie's Frozen Custard. The proposed replat takes one lot and makes three. According to the agent, the intention is to create two new lots for the development of two additional restaurants at this location.

This case was continued from last meeting in order to resolve the written documentation allowing the common usage of the drive entrance from the Holiday Inn Express onto East Street, which is the point of access from the lots being created in the bulk of this plat. The cross lot acknowledgement between the three lots within this plat are covered by the plat document itself. But a separate document is being prepared to cover the right of access to the drive entrance on the Holiday Inn Express property. Staff has seen the document, but as of the date of this staff report the fully executed document is not completed. We have been advised the landowner has consented to the access easement and we are simply waiting the signature.

All the minor changes to the plat document have been made as shown on the plat that was presented at the last meeting. The only issue remaining is the access easement.

Staff Recommendation: Provided the access easement is signed by the landowner of the Holiday Inn Express, staff recommends the Final Plat of Sampson 2nd Addition, a replat of Lot 2, Block 1, Sampson Addition, be approved, and the Chairman and Secretary be authorized to sign the plat and it be forwarded to the City Commission for final approval.

Suggested Motion:

I move that Case No. FP-09-01-10, the application of Kaw Valley Engineering, agent, on behalf of James D. Sampson, owner, requesting approval of Sampson 2nd Addition, a replat of Lot 2, Block 1, Sampson Addition, Junction City, Kansas, be approved, subject to all corrections recommended by the staff, and the Chairman and Secretary be authorized to sign the plat and forward it to the City Commission for final approval.

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City of Junction City

City Commission

Agenda Memo

November 8, 2010

From: David L. Yearout, AICP, Director of Planning and Zoning
To: City Commission & Gerry Vernon, City Manager
Subject: Final Plat – Bramlage Addition

Issue: Consideration of approval of the Final Plat of the Bramlage Addition, a replat of Lot 2, Block 4, West Slopes Addition and a portion of Lot 11 and all of Lot 16, Rimrock Addition Unit No. 2, to Junction City, Kansas, and concerning property on the north side of Ash Street and west of Eisenhower Street.

Explanation of Issue: This is the request of Kaw Valley Engineering, agent, on behalf of Ron Bramlage, owner, for the replat of a portion of Lot 11 and all of Lot 16, Rimrock Addition Unit No. 2, to Junction City, Kansas, at the northwest corner of Ash Street and Eisenhower Street. The property is zoned to "CR" Restricted Commercial District and is being used for the development of commercial properties. A "spec" commercial office building is under construction on this property. The replat was required to resolve lot boundaries and additional easements for utility services.

The Metropolitan Planning Commission considered this request at its October 14, 2010, meeting and, following discussion concerning the access and utility needs of the property, by unanimous vote of the members present approved the Final Plat of the Bramlage Addition to the City of Junction City, Kansas. A copy of the staff report is attached.

Alternatives: In accordance with K.S.A. 12-752, for the Final Plat to be approved for recording with the Register of Deeds the City Commission must approve the plat, thereby accepting the dedications granted thereon.

Staff Recommendation: Approve the Final Plat and authorize the Mayor and City Clerk to sign accordingly.

Suggested Motion:

Commissioner _____ moved that the Final Plat of the Bramlage Addition to the City of Junction City, Geary County, Kansas, be approved, the Mayor and City Clerk be authorized to sign the plat accepting the dedications thereon.

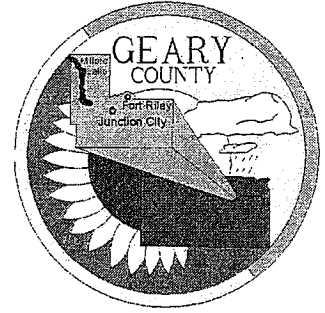
Commissioner _____ seconded the motion.

Enclosures:

Copy of Minutes of the October 14, 2010, MPC Meeting
Copy of Staff Report
Copy of Final Plat approved by MPC



**JUNCTION CITY/GEARY COUNTY
METROPOLITAN PLANNING COMMISSION
BOARD OF ZONING APPEALS**



STAFF REPORT

October 12, 2010

TO: Metropolitan Planning Commission / Board of Zoning Appeals

FM: David L. Yearout, AICP, Director of Planning and Zoning

SUBJECT: FP-10-01-10 – Request of Kaw Valley Engineering, agent, on behalf of Ron Bramlage, owner, for the approval of the final plat of Bramlage Addition.

This is the request of Kaw Valley Engineering, agent, on behalf of Ron Bramlage, owner, for the approval of the proposed plat of Bramlage Addition, a replat of Lot 2, Block 4, West Slopes Addition, and a portion of Lot 11 and all of Lot 16, Block 6, Rimrock Addition Unit No. 2 to Junction City, Kansas. This is the property at the northwest corner of Ash Street and Eisenhower Street. The proposed replat creates two lots, which are developable but have certain limitations due to topography. The replat is intended to resolve issues concerning legal descriptions of the lots, access to the adjoining streets, and combination of all utility easements necessary to support the development on these lots.

This property is zoned “CR” Commercial Restricted, which is the most restrictive commercial zone within the City of Junction City Zoning Regulations. It is limited primarily to a very narrow list of permitted uses focusing primarily on medical and professional offices and very limited retail activities. The owner has submitted plans for the first “spec” building to be constructed at the corner of Eisenhower and Ash. No specific tenants have been identified, but the zoning will limit the potential users.

Utility services to this property are in place, with respect to having the mains for water and sewer service existing for the first phase of development. According to the city records, water lines of adequate size exist along Ash Street. There is a sewer main that ends at a manhole about midway along the Eisenhower frontage. Sewer service for the westerly lot will require an extension of the sewer main from Spruce Street along an existing easement for that purpose along the land owned by the County for the Health Department.

Staff believes access restrictions should be noted on the face of the plat to assure the location of the access points for both Ash Street and Eisenhower Street. Concerns were raised on the impact of access to Eisenhower Street so close to the intersection of Ash Street, but the evaluation completed by the applicant on behalf of the owner provided documentation to the satisfaction of the City engineering staff that the proposed drive entrance was acceptable so long as it was as far to the north as possible. The site plan attached to the building permit application for the first

building was approved for that purpose. Staff would request the plat show access controls on the balance of the frontages to match the points where actual access will occur.

Staff Recommendation: Provided the access controls are shown on the final drawing, staff recommends the Final Plat of Bramlage Addition, a replat of Lot 2, Block 4, West Slopes Addition, and a portion of Lot 11 and all of Lot 16, Block 6, Rimrock Addition Unit No. 2 to Junction City, Kansas, be approved, and the Chairman and Secretary be authorized to sign the plat and it be forwarded to the City Commission for final approval.

Suggested Motion:

I move that Case No. FP-10-01-10, the application of Kaw Valley Engineering, agent, on behalf of Ron Bramlage, owner, requesting approval of Sampson 2nd Addition, a replat of Lot 2, Block 4, West Slopes Addition, and a portion of Lot 11 and all of Lot 16, Block 6, Rimrock Addition Unit No. 2 to Junction City, Kansas, be approved, subject to all corrections recommended by the staff, and the Chairman and Secretary be authorized to sign the plat and forward it to the City Commission for final approval.

City of Junction City

City Commission

Agenda Memo

November 8, 2010

From: David L. Yearout, AICP, Director of Planning and Zoning
To: City Commission & Gerry Vernon, City Manager
Subject: Request for Waiver of Paving Requirements for Off-Street Storage Area

Issue: Waiver of paving requirement for off-street storage area by Auto Craft, Inc.'s proposed new facility at 220 East Chestnut Street.

Explanation of Issue: Auto Craft, Inc., is constructing a new commercial building at 220 East Chestnut Street to house its latest auto repair facility. The approved building permit shows the former electric contractor building owned by Arvid Luthi being completely remodeled and doubled in size for this new business. Most of the property east of the existing building is being used in association with the new business. Copies of renderings prepared by the builder are attached to give some perspective of the scope of this request. In addition, a copy of the site plan submitted with the building permit application is attached. Only the City Commission may waive the paving requirements. The applicant has formally requested the waiver be granted.

This is similar to the request recently considered for Triangle Storage on Gateway Court, with the exception that request was encumbered by an easement from Kansas Gas Service for a high pressure gas pipeline. There are no such easements or utilities on this property. This becomes a request to "clarify" the purpose and intent of the ordinance requiring paving of such areas. There are similar properties that were "grandfathered" at the time the ordinance was approved, and there are still properties that need to be brought into compliance with the ordinance. To our knowledge, this is the first formal request for a waiver of the paving for a storage area. Staff is also seeking direction from the Commission with respect to this matter.

Alternatives:

1. Approve the waiver of the paving requirement as requested.
2. Disapprove the waiver.

Staff Recommendation: None.

Suggested Motion:

Commissioner _____ moved to (approve or deny) the waiver of the paving requirement for the off-street storage area for Auto Craft, Inc., for property at 220 East Chestnut Street, as shown on the site plan.

Commissioner _____ seconded the motion.

Enclosures:

Letter from Applicant
Site Plan
Staff Report



BUILDING Co., INC.

9801 WEST YORK STREET • P.O. BOX 12086 • WICHITA, KS 67277 • 316/524-0103 • FAX 316/524-2562

November 5, 2010

David Yearout
AICP, Director
City of Junction City
700 N Jefferson
PO Box 287
Junction City, KS 66441

RE: Autocraft Body Shop
222 E. Chestnut
Junction City, KS

Dear Mr. Yearout,

I would like to request a variance from the City Council to use rock and asphalt millings in lieu of asphalt paving in the privacy fenced storage area.

We are not opposed to use asphalt paving in the customer parking lot, but would like consideration to use rock and asphalt millings in the privacy fenced storage lot.

Feel free to contact me if you need additional information. I appreciate your assistance with this matter.

Sincerely,

William M. Johnson
President